

**Questions and Answers
2008 RFP**

Temporary Employee Services or Information Technology Staffing Resources

Q. Is any part of this Agreement or RFP negotiable?

A. No part of the Agreement with regard to Insurance Requirements is negotiable.

Section V. Contractual Terms, Conditions, Exceptions and Limitations, Page 5, No. 8 states:

The RFP and the related responses of the selected Proposer will by reference (within a Contract) become part of any formal agreement between the selected Proposer and the City. The City and the selected Proposer may negotiate a contract or contracts for submission to City Council for consideration and approval. In the event an agreement cannot be reached with the selected Proposer, the City reserves the right to select an alternative Proposer. The City reserves the right to negotiate with proposer the exact terms and conditions of the contract.

Q. On page 8 of the Indemnification it states “Contractors”. Does the City of Houston consider staffing companies to be contractors?

A. The staffing companies are considered independent contractors, or vendors.

Q. When do you anticipate an award for this RFP?

A. HR anticipates making an award recommendation to City Council in October 2008.

Q. What is the estimated budget for Temporary Employee Services or Information Technology Staffing Resources?

A. The City’s obligation under this RFP is contingent upon the availability of appropriated funds from which payment for the City of Houston contracted services can be made. No legal liability on the part of the City for payment of any money shall arise unless funds are made available to the City for the procurement. The services proposed in this RFP will commence in FY2009.

Q. Is this RFP open to all bidders?

A. Yes, the RFP is available to all qualified bidders.

Q. Are there special incentives for minority businesses to participate or is this a full and open competition?

A. The Request For Proposal is open to all temporary employee agencies.

Q. Will there be a short list of selected vendors before a “best and final” offer is made?

A. The City of Houston has the discretionary authority to reject any and all responses, or portions of responses received in response to the RFP. Failure to submit a complete bid package timely could omit potential bidders.

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- Q.** What type of license is required to be submitted for both proposals?
- A.** A copy of the license or certificate that allows your organization to operate in the State of Texas is required.
- Q.** Can a vendor be awarded both the Temporary Employee Services and the Information Technology Staffing Services contract?
- A.** Yes, however, the vendor must submit separate proposals in response to the two separate RFPs in order to be considered.
- Q.** Can a vendor bid on only some portions of the RFP? Is the City of Houston looking for a sole provider for IT resources? If not, how many vendors will be approved? Will there be different IT vendors for payroll, contract position and specialized technical personnel?
- A.** The number of vendors awarded a contract for Temporary Employee Services and the IT Staffing Services is based on the Best Value/Best Price philosophy defined as the most advantageous cost values to the city coupled with the scope of services bid on.
- Q.** Will proposers who have specialized temporary service agencies be considered?
- A.** The City of Houston has the discretionary authority to reject any and all responses, or portions of responses received in response to the RFP. Failure to submit a complete bid package timely could omit potential bidders.
- Q.** What are the pay terms for the City of Houston?
- A.** The pay term is 30 days from the receipt of a proper invoice.
- Q.** Is there to be a single point of contact for both contracts if both contracts are awarded to the same agency?
- A.** The point of contact could be the same for both of the contracts. A 24-hour contact number is necessary in the event of emergency situations.
- Q.** Is IT software purchase included in the IT contract?
- A.** No.
- Q.** How often does the city typically convert IT temporary staffing to full-time status?
- A.** Temporary employees have the same opportunity to apply for COH job postings that are for public distribution.

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- Q.** Can two separate vendors bid on these contracts if they are part of a joint venture?
- A.** Yes, refer to page 25, #1 of the RFP.
- Q.** What types of financial statements are required for submission?
- A.** See page 18, #35 of the RFP. For clarification, financial statements are required of both proposals.
- Q.** What are Specialized and Contract positions in the IT proposal?
- A.** Position Type Definitions can be found in Attachment 3-1.
- Q.** Please confirm that the Scope of Services page 15, Section 24, 25, 26 is for IT staffing.
- A.** Yes, the Scope is intended for both T23001 and T23002 proposal submissions. The Proposal submitted in response to either IT Staffing Resources (T23002) or Temporary Employee Services (T23001) should only include specifications and bids relevant to the specific RFP.
- Q.** What is the time line on response to a Texas Public Information Act (TPIA) request?
- A.** In good faith, the City has ten business days to respond to a TPIA request.
- Q.** Are written authorizations required of each reference (business and bank)?
- A.** Complete address, phone, fax and email are required on all references and include a written reference for each business reference. Written authorization must be submitted for the Bank Reference.
- Q.** What is the average length of assignment for IT temporary staffing?
- A.** All temporary job assignments are typically for 90 days with a possible extension of 30 days. Should services need to be extended then the assignment would be renewed under a new assignment number for another 90 day period.
- Q.** Who are the incumbent vendors?
- A.** A-1 Personnel, Inc. All Temps 1, Also Temps, AppleOne Texas, Evins Temporaries, ExecuTeam, Silver & Associates, All Tech Systems, Inc., At-Tech, Bergaila & Associates, Criner-Daniels & Associates, PDS Technical, ECOM-Elite Computer, and Datalogic Consulting Inc.
- Q.** When was the last RFP bid?
- A.** The last RFP was bid in 2006.

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- Q.** What percentage of contractors will be taken on as direct hires?
- A.** There are no direct hires on the contract. The hiring of permanent employees is handled by the Selection Services Division of the city.
- Q.** Does the staffing agency need to be able to bid on all positions or can a bid be submitted for specific areas/positions?
- A.** If the proposer is unable to provide particular services, proposer must provide an explanation and indicate NA on attached rate request.
- Q.** What is the web-based application and who manages it? Is it proprietary software or off the shelf?
- A.** The Human Resources Department, Temporary Services Section manages the application. Yes, it is proprietary software.
- Q.** How soon would we have access to the web-based application?
- A.** The web-based application will be available to the new contracted agencies after certain training and application requirements are met.
- Q.** Is the Certificate of Insurance due at the same time the proposal is due on September 5 or is it due during contract awarding?
- A.** The Certificate of Insurance is due at the time that the contract is awarded and presented to the City Controller. It is advisable that proposers seek coverage and required endorsements by the deadline of proposal submission.
- Q.** Would an approved vendor be allowed to provide IT project work and/or outsourcing projects?
- A.** The City will contract with the necessary agencies to provide temporary employee services or information technology staffing services to City departments on an as-needed basis. It is the City's intent to award two separate types of contracts; one contract will be awarded to agencies providing Temporary Employee Services and one contract to agencies providing Information Technology Staffing Services.
- Q.** In regards to the average duration of IT contract personnel supplied in the RFP, what factors were involved (i.e. personnel that were let go for performance reasons, being hired permanently, projects short term, etc.)
- A.** City solicits proposals from temporary employee agencies and information technology staffing agencies to place temporaries in city departments on an as-needed basis and for short notice (emergency situations).

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Q. How many copies of the proposal should be submitted?

A. **Five (5)** copies (one original and **four** photocopies) of your sealed written proposal must be submitted and received no later than **11:00 a.m. (CDT), Friday, September 5, 2008**, in order to be considered. Submit proposals to:

**City Of Houston
City Secretary's Office
900 Bagby
Room P101 City Hall Annex
Houston, TX 77002**

Q. What is the average length of time it took the contractor to receive the task order and staff the position?

A. With TESP all job orders are sent out almost immediately upon receipt from the city department. To accomplish this the proposer must have high-speed Internet capability and access. The TESP (Temporary Employee Services Program) windows web-based application is the primary method of temporary employee placement with the City. This application enables HRTES, City departments and contractor/agency to place and monitor temporaries, confirm assignments, compile reports, and view processed invoices online.

Q. What percentage of overtime is required?

A. When overtime is authorized by the city department on an assignment an approximate number of hours will be indicated on the Temporary Request Form in the TESP system.

Q. Is the fidelity bond required to be submitted at the same time as the insurance certificate?

A. Yes, the fidelity bond coverage should be in force and submitted along with the insurance certificate. A copy of the bond must be submitted for review by the city's Legal Dept.

Q. What if we cannot get a letter from a business reference?

A. The proposal must follow the outline as set forth in the RFP and, at a minimum, contain the information as requested. If the proposer is unable to provide information as requested, then an explanation should be provided.

Q. Is the submission of a report from Dunn & Bradstreet required? If so, which report is required?

A. We would like to have a report that provides the following information:

- A company profile, including sales, net worth, total employees, top executives and other corporate information.

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- Special events, including change of ownership, moves, bankruptcies, fires and other disasters.
- Business history, including date of incorporation and authorized shares.

Q. What can be substituted for the Transmitter Report 6559? Can it be submitted electronically?

A. The city understands that proposers may use privately printed or computer-generated substitutes for Forms 6559 or 6559-A or may not even use “magnetic media reporting” as a means for filling W2’s. The city is interested in obtaining the information provided on the summary reporting forms; specifically the number of W-2 Forms filed by the proposer (the branch that will provide the services) and totals for the dollar fields (Social security wages; Social security tips; Wages, tips, and other compensation; Federal income tax withheld; Social security tax withheld; Medicare wages and tips; Medicare tax withheld) for the last tax year. If submitting other than a 6559 form provide a summary report and an explanation of the source in your proposal.

Q. Page 14, #21: We do not drug test our core employees, nor do we have a policy as outlined in Exhibit V. Does this disqualify us?

A. It is the policy of the City to achieve a drug-free workforce and to provide a workplace that is free from the use of illegal drugs and alcohol. It is also the policy of the City that the manufacture, distribution, dispensation, possession, sale or use of illegal drugs or alcohol by contractors while on City premises is prohibited. Accordingly, effective September 1, 1994, and pursuant to the Mayor’s Executive Order 1-31, as a condition to the award of any contract for labor or services, a successful Proposer must certify its compliance with this policy. **EXHIBIT V** contains the standard language, which will be used in each contract for labor or services, as well as the Executive Order 1-31 disclosure and compliance forms (Attachments A, B, and C). The forms must be completed and submitted with the proposal.

Q. Can a list of locations/contacts that would utilize the services rendered for this bid?

A. All city departments have the opportunity to utilize the Temporary Services Program. See Scope of Work #25, ii Background section.

Q. Is the proposer expected to explain the NA entries on Rate Request attachments?

A. Proposer must provide an explanation for any “NA” entries.
The Rate Request Form must be complete – All blanks must be filled.

Q. What is the requirement regarding the Immigration Act statement per Transmittal Checklist?

A. Proposer must provide a statement indicating that your organization is responsible for and will comply with the Immigration Reform and Control Act of 1986.

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- Q.** What is the requirement regarding the EEOC breakdown of permanent and temporary employees per Transmittal Checklist?
- A.** Provide an EEO breakdown of your permanent staff as well as a breakdown of your “temporary” employee pool. (Exhibit VIII – EECO Clause) **Note: Do not use percentages.**
- Q.** What is the requirement regarding an employee handbook per Transmittal Checklist?
- A.** Proposer must provide a copy of their company employee handbook.
- Q.** Will the contracted vendor have access to the hiring manager?
- A.** Access to city departments is limited to items described in Attachment 1 General Scope of Services & Reporting- pg. 22.