

Questions and Answers

2010 RFP – T23721

Temporary Employee Staffing Services or Information Technology Staffing Resources

Question	It is been mentioned to provide two different proposal for IT Staffing and Temporary Employee Services, in case vendor is proposing only one of them, will they be required to touch the other option while certifying General Scope of Services and reporting(page 29)?
Answer	Based on the proposal submitted to the city Temporary Employee Staffing Services or Information Technology Staffing Resources, the proposer is required to respond and provide information. The proposer is responsible for only the submission service type.
Question	Can you emphasize on point number 18 of general instructions on page 17 dealing with IRS transmitter Report and support of Magnetic Media?
Answer	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.
Question	What is Value added services?
Answer	These are non-core services above and beyond COH’s stated RFP needs and provided at no additional charge or for a modest additional fee.
Question	Can you elaborate on ‘Pay or Play’ program, mentioned in attachment 1? Does the service have to pay for insurance for employees or just offer it?
Answer	The Pay or Play Program can be reviewed as set out in Executive Oder 1-7. Additional information is found at: http://www.houstontx.gov/aacc/popforms.html
Question	How much weight is provided to MWBE certificate?
Answer	There are no special provisions for minority businesses to participate. The Request For Proposal is open to all temporary employee agencies.
Question	What is considered a “local office” in the City of Houston?
Answer	Proposer must maintain a significant business presence in the counties of Harris, Fort Bend, Montgomery, Liberty, Waller, Chambers, Galveston or Brazoria, Texas. A location utilized solely as post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not be construed to constitute a significant business presence.
Question	Regarding MWBE certification, can responding vendor use national certification for MWBE or is preference given to vendors certified from the City of Houston?
Answer	The city would like to identify vendors that are certified by the city’s Affirmative Action & Contract Compliance Division.

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Question	Do you want an MSP? Do you have one now?
Answer	The Managed Service Provider is an optional solicitation. See Section II: Scope of Work, iii. HRTES
Question	Are you currently using a VMS?
Answer	N/A
Question	What was the volume of temps last year?
Answer	How much of the business is payrolling? What is the percentage of clerical and percentage of industrial? City of Houston / Human Resources Department Temporary Employee Services Program FY2010 Services Hours Utilization Analysis @ 07/26/10, in RFP page 79 of 86.
Question	What is the anticipated volume for next year?
Answer	Services are provided on an as-needed-basis to city departments.
Question	Are you planning to transition temps and if so how many?
Answer	All active assignments are subject to transition to new contracts.
Question	Do you ever hire temps? If so what is the percentage?
Answer	There are no direct hires on the contract. The hiring of permanent employees is handled by the Selection Services Division of the city. Temporary employees have the same opportunity to apply for COH job postings that are for public distribution.
Question	How many services are you currently working with?
Answer	The city currently has 11 contract agreements (7 temporary employee staffing services and 4 information technology staffing resources).
Question	On page number 28 of 29 number 10 is missing. Will a number 10 be added to this page?
Answer	On page number 28 of 29, there is no #10 question. Number the answers to these questions as indicated in the RFP.
Question	Do I just need to complete the documents under the bid and return them to by the due date? Is there anything else that I need to attach when sending the documents on the website back to you?
Answer	Reference RFP Section III: PROPOSAL OUTLINE AND CONTENT Pages 18 - 21 of 29.

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Question	What if we do not have "audited" financial statements?
Answer	Unaudited financial statements will be considered in the proposal evaluation.
Question	How should the bottom portion of the POP-2 form be completed if we do not have any temporary employees on assignment with the City of Houston?
Answer	You may give an estimate of temporaries that you anticipate recruiting for the city and also include your office staff that will be assigned to the city contract for 30 or more hours per month.
Question	Should the MSP plan and pricing be submitted in each separate proposal if we are submitting a proposal for Temporary Employee Staffing Services and a proposal for Information Technology Staffing Resources?
Answer	The Managed Service Provider plan and pricing is optional. If submitted, the MSP plan and pricing must be submitted for each separate proposal response.
Question	If an employee declines health insurance coverage because they are already covered under their spouse's insurance is the agency considered to be "playing" under the POP program?
Answer	Yes, under the program guidelines the agency is providing health insurance and therefore is "playing" under the POP program.