



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

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Mayor

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July 15, 2014

SUBJECT: Letter of Clarification No. 2
Temporary Employee Program

REFERENCE: RFP No.: S33-T25055

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

1. To modify the M/WBE participation goal found on page 15, section 1.1 of the specification and terms document marked "Revised, June 30, 2014 from 0% to 5% and to replace page 15 of the specification and terms document marked "Revised, June 30, 2014 in its entirety with the attached page 15 marked "Revised July 15, 2014.
2. To revise page 21, section 4.3.1 of the specification and terms document marked "Revised, June 30, 2014 and to replace the page in its entirety with the attached page 21 marked, Revised, July 15, 2014.
3. To add section 11.1.23 to page 32 and section 2.1.10 to page 33 of the specification and terms document marked revised, June 30 30, 2014 and replace pages 32 and 33 of the specification and terms document marked "Revised, June 30, 2014 in their entirety with the attached pages 32 and 33 marked "Revised July 15, 2014".
4. To provide a response to multiple vendor questions. Please see the attached document, pages 1-6 titled "Vendor Questions and Response July 15, 2014.
5. To extend to solicitation due date from Thursday, July 24, 2014 at 2:00 p.m. to Thursday, July 31, 2014 at 2:00 p.m.
6. To provide vendors with a copy of the EEOC clause. See website for document titled "EEOC Clause ".

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and the applicable City Department(s). It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their proposals.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,

A handwritten signature in cursive script that reads "Conley Jackson". The signature is written in black ink and includes a long horizontal flourish extending to the right.

Conley Jackson
Senior Procurement Specialist
Strategic Purchasing Division
832-393-8733

SPECIAL TERMS AND CONDITIONS
SOLICITATION NO. S33-T25055

1.0 LOCAL MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION:

- 1.1 Contractor shall comply with the City's Minority and Women Business Enterprise ("M/WBE") programs as set out in Chapter 15, Article V of the City of Houston Code of Ordinances. Contractor shall make good faith efforts to award subcontracts or Supply Agreements in at least ~~0~~ **5%** of the value of this Agreement to M/WBEs. Contractor acknowledges that it has reviewed the requirements for good faith efforts on file with the City's Office of Business Opportunity ("OBO"), and will comply with them.
- 1.2 M/WBE subcontracts must contain the Terms set out in **Exhibit II**.

2.0 CITY CONTRACTORS' PAY OR PLAY PROGRAM:

- 2.1 The requirements and terms of the City of Houston Pay or Play Program, as set out in Executive Order 1-7, are incorporated into this Agreement for all purposes. Contractor has reviewed Executive Order No. 1-7 and shall comply with its Terms and Conditions as they are set out at the time of City Council approval of this Agreement. This provision requires certain Contractors to offer to certain employees a minimal level of health benefits or to contribute a designated amount to be used to offset the costs of providing health care to uninsured people in the Houston/Harris County area. Failure to complete **Exhibit X** "Pay or Play" Acknowledgement Form & Certification of Agreement to Comply with Pay or Play Program may be just cause for rejection of your Proposal.

3.0 CITY CONTRACTOR OWNERSHIP DISCLOSURE ORDINANCE:

- 3.1 City Council requires knowledge of the identities of the owners of entities seeking to contract with the City in order to review their indebtedness to the City prior to entering into contracts. Therefore, all respondents to this RFP must comply with Houston Code of Ordinances Chapter 15, as amended (Sections 15-122 through 15-126) relating to the disclosure of owners of entities bidding on, proposing for or receiving City contracts.
- 3.2 Completion of Exhibit VI – "Affidavit of Ownership or Control" will satisfy this requirement. Failure to provide this information may be just cause for rejection of your Bid or Proposal.

4.0 CITY OF HOUSTON FAIR CAMPAIGN ORDINANCE:

- 4.1 The City of Houston Fair Campaign Ordinance makes it unlawful for a Contractor to offer any contribution to a candidate for City elective office. For purposes of this ordinance a contract is defined as any contract for goods or services having a value in excess of \$30,000 or more, regardless of the way by which it was solicited or awarded. **Exhibit V** of this RFP describes the contract and documentation requirements relating to this Ordinance.

5.0 DRUG DETECTION AND DETERRENCE PROCEDURES FOR CONTRACTORS:

- 5.1 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(s) must certify to its compliance with this policy. **EXHIBIT VII** 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). These forms must be completed and returned prior to award.

SCOPE OF SERVICES, REQUIREMENTS AND REPORTING

SOLICITATION NO. S33-T25055

- 4.2.9 The Proposer will designate a single point of contact or customer service representative in the local office to handle all needs, facilitating communication and insuring quality of performance. The assigned individual should be an experienced staff member and readily accessible. If the assigned individual is replaced, the Human Resources Department must be notified in writing immediately.
- 4.2.10 The Customer Service Representative must become thoroughly familiar with the City's Temporary Services Procedures; the City's temporary personnel needs and job requirements, and be available for periodic meetings.
- 4.2.11 The Proposer will provide the City of Houston Human Resources Department with a 24-hour telephone number for emergency contact. (This must not be an answering machine/tape recorder.)

4.3 ATTACHMENT 1 - General Scope of Services and Reporting (2 of 4)

- 4.3.1 The temporary agency will complete a confirmation form online via TESP to the Human Resources Department with the name of the temporary employee that will report for the assignment with the City unless special activities must take place such as a drug test. The confirmation form should be completed via TESP ~~in a timely manner~~ within 24-hours, after the temporary request form is received.
- 4.3.2 The Proposer will permit the City to hire temporary employee personnel and IT staffing resources the equivalent of 30 working days (240 hours) after assignment begins at no charge to the City.
- 4.3.3 The contractor/agency must in a timely manner furnish to the Human Resources Department all invoices for services. The agency invoice information must exactly agree with the agency's confirmation form. Invoices must be submitted within 10 working days of the ending service week date. Notes: A service week is defined as beginning at 12:01 A.M. Monday and ending at 12:00 midnight on the following Sunday.

Vendor must supply a non-repetitive numeric invoice number.
Temporary employee identification information (including COH Ref#)
Department Name
Contract Agreement

- 4.3.4 The temporary agency will provide temporary employees based upon contract award for "regular agency" personnel.
- 4.3.5 The Proposer will perform on-going performance evaluations with City Supervisors which include check-in calls on the day assignment begins and periodic calls to insure a level of quality performance by their employees.
- 4.3.6 If a Texas Driver's License is required for a specific assignment, the agency must ensure that the employees have and maintain a valid license throughout the assignment by making motor vehicle checks for outstanding tickets and warrants.
- 4.3.7 The Proposer is responsible for administering the proper tests and/or evaluation methods to recruit and employ temporary employees for the City of Houston. In addition to all professional screening, the agency must perform reference checks on all employees. The agency must provide a criminal background check as requested on the Temporary Request Form. If the position title requires specific work experience or operations of equipment, the applicant's skills or licensing must be verified by the agency.

PROPOSAL OUTLINE AND MINIMUM CONTENT REQUIREMENTS
SOLICITATION NO. S33-T25055

- 11.1.13 Copy of Certificate of Insurance (Exhibit IV)
- 11.1.14 Fair Campaign Ordinance Form "A" (Exhibit IV)
- 11.1.15 Affidavit of Ownership or Control (Exhibit VI)
- 11.1.16 Drug Compliance Agreement Attachment "A" Drug Policy Compliance Declaration Attachment "B" and Contractor's Certification of No Safety Impact Positions Attachment "C" (Exhibit VII)
- 11.1.17 Anti-Collusion Statement (Exhibit VIII)
- 11.1.18 Conflict of Interest Questionnaire (Exhibit IX)
- 11.1.19 City Contractors' Pay or Play Acknowledgement Form (Exhibit X)
- 11.1.20 EEOC Clause (Exhibit XI)
- 11.1.21 IRS Form 6559 Transmitter Report & Summary of Magnetic Media or equivalent (Exhibit XII)
- 11.1.22 Offer and Submittal (Exhibit I)
- 11.1.23 M/WBE Participation Level (Exhibit II)

EVALUATION AND SELECTION PROCESS

SOLICITATION NO. S33-T25055

1.0 EVALUATION SUMMARY:

1.1 An evaluation committee will develop a short list of Proposer(s) based upon the initial review of each Proposal received. The short listed Proposer(s) may be scheduled for a structured oral presentation, demonstration and/or interview. Such presentations will be at no cost to the City of Houston. At the end of the oral presentation, demonstration and/or interview, the evaluation of the short listed Proposer(s) will be completed. However, the evaluation committee reserves the right to issue letter(s) of clarity when deemed necessary to any or all Proposer(s). The oral presentations, demonstrations and/or interview may be recorded and/or videotaped.

2.0 SELECTION PROCESS:

2.1 The award of this contract(s) will be made to the respondent(s) offering the response which best meets the needs of the City. The City may make investigations, as it deems necessary, to determine the capabilities of the Proposer(s) to create, modify and implement the required application modules. The Proposer(s) shall furnish to the City such data as the City may request for this purpose. The City reserves the right to reject any offer if the evidence submitted by or the investigation of the Proposer(s) fails to satisfy the City or the Proposer(s) is deemed unqualified to provide the services contemplated. Each Proposal will be evaluated on the basis of the following evaluation criteria that are listed in order of importance below:

2.1.1 Quality of response submitted (all required documents and questions addressed)

2.1.2 Strategy to perform the Scope of Work and Transitional Plan

2.1.3 Experience and success in performing similar services for other entities

2.1.4 Experience of the proposed managerial and account processing team

2.1.5 Ability to timely offer qualified temporary employees

2.1.6 Invoicing/Reporting/Technological ability

2.1.7 Financial Strength of Proposer

2.1.8 Reasonableness of cost projections

2.1.9 Value Added Services

2.1.10 M/WBE Participation

2.2 Proposers should bear in mind that any proposal that is unrealistic in terms of commitments, or unrealistically high or low in cost, will be deemed reflective of the Proposers lack of competence or failure to understand the City's requirements set forth in this RFP.

* Hire Houston First Preference Points (City Business = five (5) extra percentage points = Excellent, or Local Business = three (3) extra percentage points = Good, and Non-City and Non-Local Business will receive zero (0) extra percentage points = Non Responsive.

VENDOR QUESTIONS FOR TEMPORARY EMPLOYMENT SERVICES – T25055

July 15, 2014

ID #	RFP Section	Question	Response
1.		Please provide a bid tabulation of the previously awarded contract.	The previous solicitation was not a bid. Therefore; a bid tab is not available.
2.		Our company is based in Columbia, MD. But we don't have a local office in Houston, Texas. So are we eligible to bid on this solicitation?	Yes, however the selected vendor(s) must have a local presence in the Houston area.
3.		Who is/are the incumbent(s) and how long were they in service of the contract?	Please submit your request to: hr.openrecords@houstontx.gov
4.		Is a copy of the current contract available for download? If not, could one please be provided?	The current contract has not been finalized. The Scope of Services will be adopted and reflected into the contract.
5.		What are the City's current rates?	Please submit your request to: hr.openrecords@houstontx.gov
6.		How many contract awards will be made?	The recommendations for awarded contracts will be based on the evaluation process of the submitted proposals.
7.		Are vendors required to bid on all positions (an all or nothing bid)?	Proposers are not required to provide markups for all position types.
8.	1.0	Can vendors submit redlines/exceptions to contract terms? If so, will this adversely impact our proposal score?	Please reference the revised solicitation document marked revised June 30, 2014, page 33 – evaluation and selection process in RFP document.
9.		Is the City's "Pay or Play" program in addition to Affordable Care Act (ACA) employer mandates? Please clarify.	Pay or Play is a City of Houston program and the Affordable Care Act is a federal mandate.
10.	10.4	Will the City allow for adjustment in pricing during 2015 when the Affordable Health Care Act goes into effect? Or, must ACA pricing be included in our proposal?	Please reference the revised solicitation document marked revised June 30, 2014, page 30 of the RFP document – Proposal Outline and Minimum Content Requirements.
	Exhibit VII	For the 5-panel drug screen, is the Oral Swab method acceptable or is urine testing part of the requirement? Please clarify.	Please reference the revised solicitation document marked revised June 30, 2014, page 70 of the RFP document – Exhibit VII- Attachment A.
11.	4.3.7	In addition to drug testing, are there other background screenings required? If so, could you please specify?	Please reference the revised solicitation document marked revised June 30, 2014, page 21, section 4.3.7 of the RFP document. An MVR check may be requested by a city department on Industrial 1 assignments.
12.	3.2	Per the Solicitation, Information Technology requires a "separate proposal submission". Does "proposal submission" refer to the pricing form only, or does an entirely separate proposal need to be provided? Please clarify what is required for the separate Information Technology proposal.	Please reference the revised solicitation document marked revised June 30, 2014, page 19, section 4 3.1 of the RFP. A complete separate proposal is required for the IT solicitation.

ID #	RFP Section	Question	Response
13.		Please provide a job description for the Light Industrial positions.	Please reference the revised solicitation document marked revised June 30, 2014, page 19 Scope of Services, Requirements and Reporting - of the RFP explains the categories and job descriptions for all the categories are standard to the industry.
14.		Would you be able to provide us with the current mark-ups under the current staffing and pay-rolling arrangement?	Please submit your request to: ARAOpenRecordsRequest@houstontx.gov
15.	9.1	Submit your company's past 2 years of audited annual financial statements, in accordance with and as defined in the Financial Accounting Standards Board (FASB) regulation(s). The audited financial statements that are called out in the RFP are cost prohibitive and based on the timeline not attainable for a small business. The cost ranges between \$7,000 and \$50,000 per year, depending on the audit firm, geographic location and complexity of the subject business. Will the City accept "Compiled Financial Statements" in place of the audited financial statements? Or will the City accept tax returns for the past 2 years in place of the requested financial statements?	Please reference the revised solicitation document marked revised June 30, 2014, page 29, Proposal Outline and Minimum Content of RFP answers this question.
16.		Will you be awarding one vendor for all Position Type's (Administrative/ Industrial I/ Industrial II/ Information Technology) or one vendor for each Position Type?	The recommendations for awarded contracts will be based on the evaluation process of the submitted proposals.
17.		Who is/ are the current vendor/ vendors by Position Type?	Please submit your request to: hr.openrecords@houstontx.gov
18.		Will you award one vendor for Pay-rolling?	The recommendations for awarded contracts will be based on the evaluation process of the submitted proposals.
19.		Who is the current Pay-rolling Vendor?	Please submit your request to: hr.openrecords@houstontx.gov
20.		If you award a Managed Service Provider will you not award a vendor for Position type's and Pay-rolling?	The recommendations for awarded contracts will be based on the evaluation process of the submitted proposals.
21.		Is there currently a Managed Service Provider?	No.
22.		Can we obtain a copy of the Bid Tabulation from the last time this Solicitation was issued?	The previous solicitation was not a bid. Therefore, a bid tab is not available.
23.		Can you advise the number of hours that were used in Calendar year 2013 for each Position Type utilized?	Service Hours Utilization Analysis document is posted http://purchasing.houstontx.gov .
24.		Where can we find a copy of the City's Drug Detection and Deterrence Policy?	Please visit the following website: http://www.houstontx.gov/execorders/1-31.pdf

ID #	RFP Section	Question	Response				
25.		Can we obtain an "All-Inclusive List" of Staffing Positions by Position Type and current minimum salary paid by the City for each Position Type?	Please submit your request to: hr.openrecords@houstontx.gov				
26.		Does a "Refuse Worker", in Industrial I, step on and off of garbage trucks?	The collection of yard waste is not automated. However the collection of refuse waste is automated.				
27.		If we Respond to one Position Type would we have to place all positions within that Position Type as determined by the City?	A successful proposer will be expected to provide services for all position types awarded to them.				
28.	4.0	Our Audited Financial Statements are considered "Proprietary" and if we provide copies with this Solicitation they would become subject to the Texas Open Records Act. Will the City accept alternative methods of responding to the Financial Stability of our company?	Please reference the revised solicitation document marked revised June 30, 2014, page 24, section 5.1.1.3 - Uniform Instructions to Proposer(s) Please reference the revised solicitation document marked revised June 30, 2014, page 29, section 9.1 - description of Financial Statement.				
29.		What types of information should be in the resumes of key personnel and how far back should the resumes go?	Please reference the revised solicitation document marked revised June 30, 2014, page 24, section 5.1.1.2, Scope of Services Requirements and Reporting.				
30.		On Page 11 of Solicitation No. S33-T25055 3.532 the Solicitation requires a \$100,000.00 Fidelity Bond. May a Crime Policy in the same amount be substituted for Fidelity Bond?	Yes. Reference page 11 – General Terms: the agency shall furnish commercial crime or a fidelity bond.				
31.	5.2.3.8	Incidence of Fraud What is this in relationship to?	Proposer's internal controls and management supervision.				
32.		Please supply copies of the current bid tabulation information in reference to the enforce Temporary Employee Program,	Please submit your request to: hr.openrecords@houstontx.gov				
33.		How is ACA going to impact the current pay or play program?	Pay or Play is a City of Houston program and the Affordable Care Act is a federal mandate.				
34.		Did I hear someone say that we need to include a copy of our commercial crime insurance policy with the proposal submission, or just a certificate of insurance?	Only the certificate of insurance is required for commercial crime. A copy of the Dishonesty Bond is required along with the certificate of insurance if it is used in lieu of commercial crime coverage.				
35.		How do I go about requesting information regarding the current staffing vendors, to view the requisitions they have currently and previously serviced for the City of Houston.	Please submit your request to: hr.openrecords@houstontx.gov				
36.		<p>a. After speaking with our CPA we do have an extension on taxes for 2013. Can we provide the extension letter?</p> <p>b. Also, our 2013 financials will not be able to be done in time. Would we be able to provide the two years prior? Please let me know if there is a way around this.</p>	<table border="1"> <tr> <td data-bbox="1136 1273 1192 1367">a.</td> <td data-bbox="1192 1273 1906 1367">Page 14- Proposal Outline and Minimum Content Requirement of RFP answers this question.</td> </tr> <tr> <td data-bbox="1136 1367 1192 1425">b.</td> <td data-bbox="1192 1367 1906 1425">All documents will be required prior to recommended contract award.</td> </tr> </table>	a.	Page 14- Proposal Outline and Minimum Content Requirement of RFP answers this question.	b.	All documents will be required prior to recommended contract award.
a.	Page 14- Proposal Outline and Minimum Content Requirement of RFP answers this question.						
b.	All documents will be required prior to recommended contract award.						

ID #	RFP Section	Question	Response
37.		Please grant an extension to the due date?	The due date for all proposals has been extended to July 31, 2014 at 2:00 pm
38.		Per 1.0 Local Minority/Woman Business Enterprise Participation shows that there is 0% participation goal for this opportunity. Are we still required to complete all of the various MWBE forms?	The MWBE participation goal has been changed from a 0% to 5% participation requirement. All proposals should include the documents found in Exhibit II.
39.		We are a bidder that is primarily interested in providing the turnkey employee workforce solution mentioned in this RFP in item 1.2 of the Scope of Services. Will there be a separate RFP coming out in the near future that only deals with the turnkey employee workforce solution or is this the final RFP that deals with the turnkey employee workforce solution?	Currently this is the only RFP scheduled for Temporary Employee Staffing.
40.		If this is the final RFP for the turnkey employee workforce solution, can we only bid on the turnkey employee workforce solution portion of the bid and not on the temporary employee staffing portion, since the prior falls under our area of expertise?	Yes.
41.		In order to apply accurate Workers' Compensation rates for each of the given job position and therefore offer the most accurate favorable pricing to the City, obtaining detailed job descriptions would be very helpful. Is the City able to share job descriptions for the required positions, specifically within the Industrial 1 and 2 categories?	The position title examples are included in the RFP. The job descriptions for these examples are descriptions standard to the industry. There are over 800 municipal classifications plus other classifications that may be modified.
42.		Is it possible for the City to share the names of the 13 incumbent staffing firms?	Please submit your request to: hr.openrecords@houstontx.gov
43.		For companies submitting separate (i) IT and (ii) Industrial 1, Industrial 2 and Administrative proposals, should the optional MSP proposal be included in both or in only one of the submitted proposals or submitted separately on its own?	It must be submitted as a separate proposal if it is the only solution submitted. It should be included in both proposals.
44.	1.0	Should final proposals be addressed and submitted to any particular individual's attention?	See page 2 Special Instructions to Proposers - of the RFP
45.	Exhibit X	Under what circumstances is a "Pay or Play" Waiver granted?	Please review the form titled "Pay or Play Q&A document listed on the solicitation website
46.	Exhibit X	Has a "Pay or Play" Waiver been granted in the past?	Please contact the City's Office of Business Opportunity at 832.393.0600
47.	Exhibit X	Pay or Play Program – If a company chooses to "Pay", does the \$1.00 per hour go to the employee or the City?	Please contact the City's Office of Business Opportunity at 832.393.0600
48.		The City has requested proposals for a staffing supplier bid with an MSP option; if an MSP is selected, will the City then manage the supplier contracts based on this RFP or would the MSP be the prime contractor and enter into agreements with selected subcontractors?	The MSP is expected to provide a turnkey solution.

ID #	RFP Section	Question	Response
49.		What was the annual payrolled IT spend during Fiscal Year 2013?	See solicitation website for the document titled "Service Hours Utilization Analysis"
50.		What was the annual recruited IT spend during Fiscal Year 2013?	See solicitation website for the document titled "Service Hours Utilization Analysis".
51.		What was the annual payrolled spend for Industrial 1, Industrial 2, and Administrative, respectively, during Fiscal Year 2013?	See solicitation website for the document titled "Service Hours Utilization Analysis"
52.		What was the annual recruited spend for Industrial 1, Industrial 2, and Administrative, respectively, during Fiscal Year 2013?	See solicitation website for the document titled "Service Hours Utilization Analysis"
53.		If a company is only planning on responding to the IT Staffing Services portion of this solicitation, does that still require 2 responses or just 1 for the IT portion?	1 proposal for IT solicitation is required.
54.		Does the City of Houston have annual spend numbers associated with the IT Staffing Services portion of this contract over the last few years?	Contracts are awarded with no predetermined contract amounts.
55.		What is the estimated annual budget for this contract vehicle? Is there a specific number within that budget aligned to IT Staffing Services portion?	Contracts are awarded with no predetermined contract amounts.
56.		How many current temporary employees are under this program? How many fall under the IT Services side of this contract?	The city currently has approximately 500 active temporary employees on assignments in the city departments. There are approximately a dozen active IT temporaries on assignment in the city departments.
57.		How many current vendors does the City of Houston have under the existing version of this Temporary Staffing Services Contract? How many of those vendors are exclusive to IT Staffing Services?	There are currently 13 contracts assigned to the 10 vendors. 6 of the 10 vendors have IT contracts.
58.		There is a document specifically requesting a Bank Reference, could we provide our DUNS Number in lieu of this request?	No.
59.		Does the City of Phoenix have the expectation that proposers provide a full financial statement for the last 2 years or if that organization is publicly traded could we provide links to our annual filings?	Misdirected question.
60.	Exhibit X	If an employee declines available health insurance coverage because they already have health insurance coverage, either through a spouse, parent, or Medicare, is the contractor still required to make the payments into the Contractor Responsibility Fund?	Please reference the Pay or Play Program on the city website cited on page 62 of the RFP.

ID #	RFP Section	Question	Response
61.	Exhibit X	If an employee declines available health insurance coverage because they don't want coverage, and the employee contribution would have been no more than 50% of the total premium, and not more than \$150 per month, is the contractor still required to make the payments into the Contractor Responsibility Fund?	Please reference the Pay or Play Program on the city website cited on page 62 – Exhibit X of the RFP.
62.	Exhibit X	POP is the amount still the same per temporary employee	Yes. Please reference the Pay or Play Program on the city website cited on page 62 – Exhibit X of the RFP.
63.		Can you bid on both IT section and the Temporary section	Yes.
64.		Managed Service Provider Relationship (Optional) please explain	See RFP page 12 – Scope of Services, Requirements and Reporting.
65.		How many agencies will be selected	The recommendations for awarded contracts will be based on the evaluation process of the submitted proposals.
66.		Will the City of Houston utilize one agency to manage the program for the City of Houston	The recommendations for awarded contracts will be based on the evaluation process of the submitted proposals.
67.		Will the selected agency continue to us the Temporary Service Program (TESP) to receive request from the department managers.	The awarded agencies will receive all requests online via a TESP or equivalent system owned and operated by the City of Houston.
68.		Is it mandatory to use a subcontractor	The MWBE participation goal is under review and could change. If it does, the amount shown on each form should be based on the MWBE % amount. If the percentage amount remains at zero, please included the forms as requested, marked "Not applicable".
69.		Will the rates be considered as one of the main factors in this bidding process?	Please see review the evaluation criteria found on page 18 – Evaluation and Selection Process of the revised solicitation document.
70.		If it is discovered that a temporary employee have insurance what is the process of getting the POP money paid reimbursed?	Please contact the City's Office of Business Opportunity at 832.393.0600
71.		Will the Insurance requirements need to be met at time of the award?	Yes.
72.		The required outline specifies a response section entitled "3.0 Offer & Submittal Form". However, no such section is listed in "11.0 Contents".	See section 11.1.22 – page 20 of the RFP.
73.		Items 11.1.9 through 11.1.22 (pages 16 – 17) do not seem to readily map to any of the required sections in the Proposal Outline.	Each of the documents referenced in sections 11.1.9 through 11.1.22 can be found inside the document or on the website.
74.		If a company is only planning on responding to the IT Staffing Services portion of this solicitation, does that still require 2 responses or just 1 for the IT portion?	See response to Q. 53.
75.		What should be included in Exhibit XI – EEOC Clause. This is listed on page 17 as a requirement to be included – however there is no such exhibit included in the Solicitation?	EEOC Clause has been posted to solicitation website. See the document titled EEOC Clause.