

QUESTIONS AND ANSWERS

REQUEST FOR QUOTATIONS (RFQ)

PROJECT NO. 12-31

PROJECT TITLE: TEMPORARY PERSONNEL AGENCY SERVICES

Date: April 27, 2012
To: Prospective Respondents
From: Houston Community College
Subject: Informational Letter # 1 – Request for Proposal, HCC Project No. 12-31

Note: These are the answers that HCC provided to let the proposers know that HCC answered based on information that was available.

Question #1: - Is this particular "Temporary Personnel Agency Services", Project No. 12-31, is it open for all the vendors? Can we response to this proposal request?

HCC Answer: - Yes.

Question #2: - In this particular bid mentioned that furnish all resources and services necessary and required to provide temporary personnel services to the contractor or can we participate only "technical temporary personnel services"?

HCC Answer: -Yes.

Question #3: - Does the vendors need to sign and submit Amendment No. 002? If so, can we email or send Amendment No. 002 by regular mail to you?

HCC Answer: -Proposal due date is May 3, 2012 @ 3:00 PM (local time). Please provide your response in accordance with the RFP by said date.

Question #4: - Where can the vendors find the questions/answers for this project.?

HCC Answer: -Procurement Website is:
<http://www.hccs.edu/portal/site/hccs/menuitem.7d1ae0bde85942a075eefc10017401ca/?vgnnextoid=44b415a142b96210VgnVCM100000864710acRCRD&appInstanceName=default>

Question #5: - Will the pre-proposal conference be available via teleconference?

HCC Answer: - No.

Question #6: - We have already sent in our response (1 original + 6 copies) and it should have arrived at your premises by now. However, we seem to have missed notarizing the signature. Will this be an issue? If so, can we send just the sheets requiring the notarized signature?

HCC Answer: - See Q & A #3.

Question #7: - Is it right to understand that a vendor can apply for either of categories Administrative or technical and in the category selected, we can propose any of the profiles?

HCC Answer: -Yes, but it is HCC's intention that you propose for all jobs noted under the respective category you propose.

Question #8: - Is it required to furnish resumes of all category profiles we propose or will it suffice if we furnish resumes of only those persons who will coordinate with their Requirement if we are awarded?

HCC Answer: -Please see the RFP, Attachment No. 3, Proposer Questionnaire.

Question #9: - What is the minimum and maximum time period expected of a work allocation and will it be for a continuous time period though temporary?

HCC Answer: -It varies. Assignment may last from One (1) to Sixty (60) days.

Question #10: - In the Cost sheet if you are not proposing certain profiles, are they required to be present, left blank or entered with a zero? Please confirm.

HCC Answer: - Proposer must respond to all positions under Administrative, Technical or both (as proposed).

Question #11: - Is the Cost sheet to be sent separately or both Technical & Cost response are to be tied in together?

HCC Answer: - Please respond in accordance with the RFP Questionnaire.

Question #12: - Is this a new or existing requirement?

HCC Answer: -This is a re-solicitation for similar services that will end soon.

Question #13: - If this is an existing requirement, who is the incumbent vendor(s)?

HCC Answer: -Technical Services - The Spearhead Group; Precision Task Group; TEK Services; Spherion Corporation (Technisource); Staffing Connection, Inc. Administrative Services - Executeam Staffing, Diversestaff, Elite Personnel Consultants, Inc.; Kelly Services; The Emphyrean Group

Question #14: - If this is an existing requirement, could we request a copy of the current contract under the Texas Public Information Act?

HCC Answer: - Yes.

Question #15: - How do we request a copy of the current contract for Temporary Personnel Agency Services under the Texas Public Information Act?

HCC Answer: - You must email the Office of General Counsel at recordsrequest@hccs.edu.

Question #16: - Is there a chance the temporary services RFP will be extended? Or will any other addendums be issued before the due date?

HCC Answer: - Yes, the revised due date is May 3, 2012@ 3:00 PM (local time).

Question #17: - Is there any eligibility criteria for vendors to respond to this particular RFP?

HCC Answer: - Requirements are noted in the RFP.

Question #18: - HCC asks that we utilize student workers, are we expected to bid a lower rate for these positions?

HCC Answer: - Requirements are noted in the RFP.

Question #19: - When does HCC anticipate having the existing spend numbers to all bidders?

HCC Answer: -Data is not available at this time.

Question #20: - Can we get the spend by category so that we can determine which areas have the most usage?

HCC Answer: - See Question No. 19.

Question #21: - What is the bond limit required for the cashiers or any other high risk category?

HCC Answer: - \$200,000.00

Question #22: - Attachment No. 1 IX requires awardees to distribute a performance evaluation to HR at the end of each assignment. Is this to be done

using an HCC evaluation form or one done by each awardee? If done by the awardee, will there be specific verbiage required by HCC?

HCC Answer: -Please provide your proposed "sample" performance evaluation form as part of your RFP response.

Question #23: - Attachment No. 3, 1.2 requests the proposers short and long term credit rating. Are you requesting a D&B score from last year as well as this year or in what timeframe would you like this information provided?

HCC Answer: -Please see Attachment No. 3, Section 1.2.

Question #24: - Although most current positions are short term, does HCC foresee any contract workers still employed by award date that will need to be transitioned to the new awardee(s)? If so, how does HCC plan to determine which awardee get certain contract workers?

HCC Answer: -There are 7 contract workers in transition and will be allowed to continue until their assignment ends.

Question #25: - Attachment No.3, 3.5-D. Can you explain what you are asking for in a "Job Fill Policy"?

HCC Answer: -The "Job Fill Policy" refers to the policy and procedure used for filling job vacancies.

Question #26: - Attachment No.3 3.11. HCC may deploy a Workforce Management Program. Will this program require the awardee to pay a percentage and or fee to use this program?

HCC Answer: - Yes.

Question #27: - Attachment No. 4 outlines HCC's expectation of Good Faith Effort in subcontracting work. If a proposer does not want to participate in this program are they automatically disqualified?

HCC Answer: - This solicitation has a 20% SBDP goal and an evaluation.

Question #28: - Attachment No.10 requests that proposer have this document to HCC's Compliance Officer. Should this document be turned in to this department prior to bid opening date?

HCC Answer: - Please complete the form as instructed.

Question #29: - Page 8 Section 5 describes the evaluation criteria and the Price Proposal is weighted at 30%. Does this mean that HCC will select the "Lowest Bidder" on this project?

HCC Answer: - No, award is based on best value considering all published criteria.

Question #30: - Per Page 3 #9 -Acquisition from Other Sources: In the past twelve months how many Temporary Agency Services has HCC used and for what operational needs?

HCC Answer: -See # 13, HCC needs vary.

Question #31: - Per Page 4 #12- Inter-local/Cooperative Purchase: Based on this prerequisite; is HCC anticipating or planning for other public entities to participate in seeking similar services from Temporary Agency Services?

HCC Answer: -Yes, the intent is that other government/public or not for profits can use our competitive process to piggyback (as may be deemed acceptable under their own rules).

Question #32: - Should the response to the request in Section 2.2, Customer References, for a list of all of the Proposer's customers for the past three years include those of the sub contractors' as well?

HCC Answer: -Yes.

Question #33: - May we have a list of attendees at the Pre-Bid meeting?

HCC Answer: - HCC Procurement Website:
<http://www.hccs.edu/portal/site/hccs/menuitem.fdb264c31e51f0f175eefc10017401ca/?vgnextoid=4b465faa6b056310VgnVCM100000864710acRCRD&vgnnextchannel=20f415a142b96210VgnVCM100000864710acRCRD&vgnnextfmt=default>

Question #34: - What was the average length of the staffing assignments?

HCC Answer: - See Question 9.

Question #35: - Who is the incumbent provider of staffing services for HCC?

HCC Answer: - See Question 13.

Question #36: - Is this RFP only for vendors holding any particular State Term Contracts?

HCC Answer: - No.

Question #37: - Could you please let us know what the current contract rates for all positions listed in the RFP?

HCC Answer: - The information can be requested through the Public Information Act.

Question #38: - If HCC identifies a candidate for a particular job, would you accept a discounted rate (below contracted amount) for that engagement?

HCC Answer: - Yes.