

RFQ 20-WIOA-01 for Temporary Staffing Services

Technical Assistance Questions and Answers (Updated 9/8/2020)

1. Are there any vendors already providing these services (incumbents)? If yes, please share the details.
There are no other vendors providing temporary staffing services for WorkLink at this time.
2. How many vendors will be awarded?
We anticipate only one award will be given.
3. What is the estimated budget?
Approximately \$65,000 is available for services rendered under this RFQ.
4. What is the expected number of placements under this contract?
Approximately 4 placements (no longer than 6 months per placement).
5. On page 9 under travel it states that the associates will need to be able to drive for business purposes and to use their personal vehicle for business use. Could you elaborate or give an example?
The intent was for the staffing placement to be permanently assigned to one worksite. However, we put the caveat in there in case a need arose that would allow them to fill in at another worksite with the same duties.

Possible scenario: Clemson SC Works is a worksite, but the walk-in traffic is very slow; however, the Anderson SC Works worksite has been overwhelmed with walk-in traffic and the job placement there called in due to illness. If the job placement in Clemson is able and available to perform the same job duties at the Anderson SC Works worksite, they would travel to this location to fill in for the (remainder of the) day. This would require them to use their personal car to travel to another location.

Please keep in mind that if the staffing agency has no policy against it, AND the job placement has met our program criteria, that person may be reimbursed by us for their travel expenses to the alternate location.

6. May I schedule a call to ask some questions on the RFP request that WorkLink sent out?
The bid says to email your list of questions to Jennifer Kelly at jkelly@worklinkweb.com. This is the strongly preferred method; however, you may schedule a call with Jennifer Kelly by sending an email requesting a date and time to discuss the RFQ. Please note that any questions and answers (that pertain to the 20-WIOA-01 Temporary Staffing Services RFQ) discussed on the call will be included in our RFQ Technical Assistance link on our website. No calls will be scheduled after September 8 at 5pm. Each bidder can view these questions and answers by visiting: <https://www.worklinkweb.com/welcome/request-for-proposals/>.
7. Are the positions mostly clerical/administrative in nature?
Yes. The position will focus on the clerical/administrative role. These positions are COVID-19 relief positions that will focus first on disinfecting and sanitizing the Centers after customers leave. This position will also include taking temperatures, handing out masks, and checking in individuals for services; it will not include working with heavy chemicals or providing full janitorial services. Secondly, this person will work at the front desk providing clerical support services for the Center, such as making customer welcome packets, checking people into the Center, answering phones, and similar administrative services. Lastly, the job duties will include providing customer service

and assistance in the resource room, all of which require clerical/basic computer skills. The full “draft” job description of what we are looking for is included on our website as a supplement to the RFQ. The only other requirement will be for this individual to attend soft skills training either in-person, computer-based software, or through conference call/webinar while they are on the job placement; if allowed by the selected staffing agency, the job placement can attend these classes during their time at the worksite.

8. Will the worksites be the SC Works Centers?

The primary worksites will be SC Works Centers, but we have identified one additional partner that provides similar services that would also be a qualified worksite for these job placements if needed.

9. What is the anticipated volume of staffing needed?

We anticipate four positions for no more than six months. However, the funding we have available is for \$65,000, and so final number and length of job placements will depend on the funding. We will reimburse 100% of allowable expenses associated with these placements as detailed in the selected bidder’s RFP. Bidders should include all expenses that WorkLink will need to consider for reimbursement. If an expense is not allowable, we will include this in our negotiations with the selected bidder.

10. Is this a re-compete bid?

No. It’s not a re-compete bid. This is the first request for quotes that’s been released for this particular service.

11. How many resources are currently engaged in the current contract? Please also provide the bifurcation of the resources supplied by each incumbent.

There are no existing contracts for this particular service at this time.

12. Is there any present incumbent for this project?

There are no present incumbents for this project.

13. Can you name all the present incumbents?

There are no present incumbents for this project.

14. When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?

There are no existing contracts for this particular service at this time.

15. What is the estimated budget this year?

There is approximately \$65,000 available in funding under this RFQ.

16. Historical Project Amount for last year 2019-2020.

\$0 for last year 2019-2020.

17. What will be the estimated budget for this project?

There is approximately \$65,000 available in funding under this RFQ.

18. Is it multiple or single award?

We anticipate a single award.

19. Approximate # of participants per year for this contract and potential maximum # of participants to be on-boarded at one time.

We anticipate that no more than four individuals will be placed at one time. We planned for four individuals to work 37 hours per week for 26 weeks. Funding, expenditures, and the success of those placed in finding full-time permanent employment will dictate the actual number of individuals that can be placed in these positions.

There is no specific start time for these individuals; however, all contracts must end by March 31, 2022. We anticipate no more than four individuals working at one time.

20. Max # of hours for any given participant.

We planned for each placement to work no more than 37 hours per week for up to 26 weeks.

21. Are you wanting Markups based on benefitted & Non-benefitted rates? (part time participants do not require benefits to be offered where full time employees must be afforded health insurance)

We are anticipating these positions to be full-time at 37 hours per week. Please quote applicable mark-ups based on your company policies.

22. For Covid-19 positions that require sanitizing, checking temperatures etc. who is responsible in providing training for those specific job duties?

Our SC Works Center Manager will provide all necessary training on these procedures. We are following CDC guidelines and have established procedures already.

23. Is it your intention to award 1 or multiple staffing firms to service this contract?

We intend to award one contract to one firm.

24. Are staffing firm(s) awarded this contract required to have a local presence to the area serviced?

No, you are not required to be in the local area. However, we would like to be able to meet with the assigned contact for the contract at regular intervals.

25. Do you have the WC codes defined for required position type(s)?

We do not. These positions will be clerical/customer service focused (with light janitorial work included) and will be located in the SC Works Centers or a partner host site similar to ours.

26. Can you provide approximate pay ranges based on worksite positions?

We are anticipating all negotiated wages with placements to average out around \$12.04/hr.

27. Expected volume/headcount over the first 30/60/60 days

There is set in stone start date for the placements. However, all placements should end their placement no later than March 31, 2022.

28. Approximate volume of \$\$ over the course of the contract

Approximately \$65,000 available from the date of the contract thru March 31, 2022.

29. Do you anticipate direct placements and, if so, do you want to see a fee schedule?

SC Works does not plan to provide direct placement positions for temporary job placements. However, we are requesting that the selected temporary staffing agency partner with both the individual (placed at our worksite) and with the staff in the SC Works Center to assist in finding a permanent placement at a company within the individual's commuting area. If there is a fee associated with this, please include it in your quote under other fees. We will not reimburse for any costs not included in your quote or negotiated in the final contract awarded to the selected staffing agency.

30. Are there separate job descriptions for each position offered, or is the job description provided the only job description?

All of our placements will fall under the Supplement Job Description provided through a link on our website: <https://www.worklinkweb.com/welcome/request-for-proposals/>

31. Where will services by the Temporary Workers be performed?

These positions will be working at the SC Works Centers or a partner agency similar to ours.

32. Is there any idea how many positions will be required during the course of this contract?

We anticipate four positions for no more than six months. However, the funding we have available is for \$65,000, and so final number and length of job placements will depend on the funding. We will reimburse 100% of allowable expenses associated with these placements as detailed in the selected bidder's RFP. Bidders should include all expenses that WorkLink will need to consider for reimbursement. If an expense is not allowable, we will include this in our negotiations with the selected bidder.

33. The position description states that the position is temporary (no longer than 6 months). Such positions may not qualify for full benefits. How will that be addressed?

We are anticipating these positions being temporary at 37 hours per week for 26 weeks. Please provide your definition of who may qualify for full-benefits and who does not. If this does not meet the definition of full-benefits, please provide a description of benefits the worker does qualify for and applicable rates for benefit and non-benefit positions.

34. At the conclusion of the work contract period (6 months), what is the Temporary Agency's responsibility regarding pay and benefits?

We will reimburse up to 100% of allowable costs associated with these positions. Please make sure you include any applicable costs that we will need to consider. The selected Temporary Staffing Agency will be responsible for closing out the position according to their processes and procedures and billing us appropriately. If there are any particular costs that will need to be accounted for that we have not specifically asked for in the RFQ, please include them under Other Fees. Please keep in mind that we are seeking a temporary staffing service that will partner with SC Works staff and the individual to find these job placements full-time, permanent employment at a company within their commuting area.

35. Other than mark-up and hourly pay, what expenses are reimbursable?

Benefits and other costs associated with staffing this position. Please include all costs that you would normally seek reimbursement for. We will verify whether a cost is allowable with the selected bidder, and negotiate with the temporary staffing services if any of the costs are not allowable.

(Please note that these individuals will have to be eligible for our WIOA program prior to placement in these positions. Therefore, WIOA can cover transportation, childcare, soft skills, tuition/scholarships if they chose to go into classroom training, and materials associated with the positions or any training they are involved in, etc. We will go over the eligibility requirements with the selected staffing agency.)

36. If an employee has to travel, what is the allowable travel reimbursement rate?

Federal reimbursement rates are currently set at: 58 cent per mile for vehicle and 54 cent per mile for motorcycle. Please check www.gsa.gov/mileage for up-to-date rates.

37. The \$65k that could last from 10-01-20 through 3-31-22 for the entirety or \$65k each fiscal year through 3-31-22?

For the entirety of the contract award period. In other words, the contract award will be for the \$65,000 for the 10-1-2020 to 3-31-22 dates.

Please visit our website periodically to view other questions and answers we have given regarding this bid:

<https://www.worklinkweb.com/welcome/request-for-proposals/>.