

City of West Hollywood

Temporary Staffing Services RFP

Responses to Questions from Prospective Bidders

This document provides responses to questions submitted to the City of West Hollywood in regards to the Temporary Staffing Services RFP. The deadline to submit questions is August 12th at 4:00 p.m. **The deadline to submit proposals is August 15, 2014 at 5 p.m.**

1. Who is the incumbent(s) and how long were they in service of the contract?
Our current agreement is with Sunsetemps, LLC. The contract period is June 2012 through September 2014.

2. How many contract awards will be made?
Only one contract will be awarded.

3. What is the City's historical usage and yearly spend of this contract? Regarding historical usage, we would like to inquire what the City of West Hollywood's dollar spend of this contract was for the past three (3) years.
The current temporary staffing agreement is a two year agreement in the amount of \$300,000. This agreement was amended to extend the time of service (4) additional month and by an additional \$50,000.

4. Are agencies required to bid on all positions (an all or nothing bid)?
Yes.

5. Will agencies be allowed to pass through the costs for background screenings (at no additional markup) to the City?
Yes.

6. Are agencies allowed to submit exceptions to the City? If so, would agencies be disqualified or adversely impacted during the evaluation process?

Yes, it is acceptable to submit exceptions to the contract language. No, the proposal will not be disqualified or adversely impacted by the exceptions. The City will consider any proposed modifications to contract language once a vendor has been selected.

7. What are the City's current bill rates and mark-up percentages per position?
Billing rates vary per assignment depending on hourly rate and federal, state and local taxes and insurance requirements. Current mark-up percentages range from 20-35%.

8. Will the City allow for adjustment in pricing during the contract term when the Affordable Care Act goes into effect?
If needed, the City will amend the contract.

9. Can the City provide job descriptions for the positions listed within the RFP's Attachment A – Classification Specifications?
Classifications Specifications are available on our website, weho.org. The link is: <http://www.weho.org/city-hall/city-departments/human-resources-administrative->

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services/human-resources/job-classification-salary-and-compensation-info

10. Can agencies present temporary-to-permanent and direct hire quotes to the City along with their proposed bill rates and markup percentages?
No.
11. How much has the City spent on direct hire fees over the past three (3) years?
\$0
12. Will parking be provided for temporary candidates?
Yes.
13. Is it a new requirement? If not please provide Incumbent name along with Contract number & Value?
The first question is unclear.
Incumbent information: Sunsetemps, LLC
Contract #6023
Original Contract Amount: \$300,000
Amendment Additional Amount: \$50,000
14. Do we need to submit resume if yes then how many per position?
One resume for each candidate. The number of resumes submitted will depend on the number of candidates the agency determines meet the minimum qualifications, minimum education and experience required by classification specification for the job to be performed.
15. Is there any estimated budget allocated for this RFP?
There is not a specific budget allocated for this RFP. The City has a budget for wages, taxes and benefits.
16. Is it a multiple award or single award?
A single award.
17. Regarding the administrative and accounting positions, what is the staffing volume at the City?
Administrative Specialist I-IV: 23 positions
Accounting Position: 8 positions
18. How many staffing providers will be awarded a contract?
See question #16.
19. Who is your current staffing supplier and how long have you had that contract in place.
See question #1.

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20. Will you be allowing for Affordable care Act rate increase consideration in the future?
See question #8.

21. What are the average length of assignments?
**Temporary assignments typically average several weeks to several months.
Temporary assignments cannot exceed a 1000 hours.**