

QUESTIONS AND ANSWERS

Project # 06-05

Temporary Personnel Agency Services

DATE: March 3, 2006

TO: All Prospective Respondents

FROM: Houston Community College System, Purchasing Department

SUBJECT: Informational Letter # 1 – Request for Proposals (RFP) for Temporary Personnel Agency Services

The following written questions regarding subject RFP were received in the Purchasing Department prior to the question submission deadline of February 17, 2006 at 5:00 p.m., (local time).

Question # 1:

Who is/are the current vendors?

HCC Answer:

HCC does not have a formal contract for Temporary Personnel Services. Several vendors are currently in the HCC database for use on a case-by-case basis.

Question # 2:

What are the current contract pay and bill rates?

HCC Answer:

Please see answer to Question # 1.

Question # 3:

Who is responsible for the cost of background checks?

HCCS Answer:

The selected contractor(s) will be responsible for the cost of background checks on its temporary personnel assigned to HCC.

Question # 4:

Are drug test required and if so who is responsible for the cost of the drug test?

HCCS Answer:

Yes, the selected contractor(s) will be responsible for the cost of drug tests on all temporary personnel assigned to HCC.

Question # 5:

How much funding has been spent annually on the current contract?

HCC Answer:

HCC spent \$303,489 during the period of September 1, 2004 through August 31, 2005 and \$ 83,565 for the period September 1, 2005 through Present for Temporary Personnel Services.

Question # 6:

Has a set budget funding amount been allocated for the new contract?

HCC Answer:

No, but no single contract will exceed the total amount of \$100,000.00.

Question # 7:

In Item # 4 of the Instructions to Proposers, under Qualifications and Experience of Firm, do you want (1) sample resumes for each positions? (2) Sample resumes for some clerical and some IT positions? Or (3) some other listing, if so please elaborate.

HCC Answer:

Please include five (5) representative resumes for each of the following categories:
Group I-Administrative
Group 2-Technical.

Question # 8:

Please tell me exactly how many resumes are needed? At least 10 total of at least 10 per group?

HCC Answer:

Please see answer to Question # 7.

Question # 9:

We are able to meet the HCCS' requirements for the insurance except for the 90 day notification requirement. We offer a 30 notification and we have been in business for 42 years and we service numerous government contracts around the county including the City of Houston. Is there any way for vendors to negotiate that requirements?

HCC Answer:

This can be negotiated at the time of contract.

Question # 10:

Kindly let me know date and time RFP # 06-05 is due for submittal with your office.

HCC Response:

Please refer to Solicitation Amendment No. 001-Proposal submission has been extended until March 10, 2006 at 4:00 p.m., (local time)

Question # 11:

If selected as a vendor and after the one year period of the contract has expired, would we have the opportunity to re-negotiate our prices for both group 1 and group 2 positions to reflect any increase in labor rates for each one year renewal period?

HCC Answer:

Yes, this can be negotiated starting at year two. However, any increase in labor rates will be taken under consideration during the renewal decision-making process.

Question # 12:

Are there any other payment terms for this contract other than the 30-day invoice payment?

HCCS Answer:

No.

Question # 13:

There are two separate listings of which attachments should be included in the proposal- one is listed in the Table of Contents and the other is listed on page 3. Which one should we follow?

HCC Answer:

Please follow the list on Page 3, Paragraph 2, Proposal Submittal.

Question # 14:

Does each subcontractor need to complete the Small Business Development Questionnaire? Or, is this only for the prime contractor if it qualifies as a small business?

HCC Answer:

No, this is just to be completed by the prime contractor who is submitting a proposal.

Question # 15:

What is the employment capacity of the student intern-as an intern working in our office, or with our subcontractor, or as a temporary?

HCC Answer:

This is to be negotiated at the time of employment.

Question # 16:

What HCC campus(s) will the technical positions reside once filled by a candidate? For example, will you have some positions at your downtown campus and then some would be placed at the Cy-Fair Campus.

HCCS Answer:

In most instances, the technical positions will all be housed at 3100 Main Street, Houston, Texas.

Questions # 17:

Will the individuals filling the technical positions be required to travel, for business related purposes, from one campus site to another?

HCCS Answer:

The technical positions will all be housed at 3100 Main and will rarely, if ever, do any traveling between 3100 Main and any other location. Travel, if needed, would be done by Business Analysts.

Question # 18:

During our review of the requirements, we have found the insurance requirements to be very high compared to industry standards for staffing projects. It is very likely that small businesses will not be able to afford these requirements, specifically the payment liability requirement of \$5M, which is very expensive. Are these requirements subject to be revised before the RFP is due? If not, can these requirements be re-negotiated after the contract is awarded?

HCCS Answer:

Yes, Please see Solicitation Amendment No. 002

Question # 19:

I am a Small Business Concern; plan to bid HCCS as a prime, not implementing a subcontracting plan. Am I required to subcontract?

HCCS Answer:

Yes. A firm is required to subcontract even if they are a small business and a goal is placed on the project.

Question # 20:

Will HCCS provide the last two years spend on temporary staffing (both administrative and IT)?

HCCS Answer:

Please see answer to Question # 5.

Question # 21:

Is it HCCS' intent to short list selected vendors for a second round with presentations?

HCCS Answer:

Please refer to the Instructions to Proposers (Paragraph 5).

Question # 22:

When HCCS selects its vendor(s), I understand the proposal still must go to the Board. Is there a planned timeline for when it will be presented to the Board and if approved, what the beginning date of the contract will be?

HCCS Answer:

Right now the tentative schedule for presentation to the Board is at its April 2006 board meeting. The beginning date of the contract will be decided once the Board has approved the award.

Question # 23:

What is the approximate value of the contract for year 1, year 2, and year 3?

HCCS Answer:

Please see answer to Question # 6.

Questions # 24:

What is the breakdown on the percentage of spend in Group 1 vs Group 2?

HCCS Answer:

This information is not available

Question # 25:

Please clarify Personnel Requests located on page 15 of the RFP:

- A. Temporary personnel requests that are placed with the Contract at least two (2) days prior to the required date shall be filled by the Contract within twenty-four (24) hours after receipt of such request.

If order is placed on Friday at the end of the business day does the 24 hour period include Saturdays or would it only include weekday hours? If this is a more specialized/technical position would we be able to have the full (2) days if needed to fill the position?

HCCS Answer:

If the order is placed at the end of the Business day on Friday, then it would be subject to 24 working hours. If it were a more specialized/technical position then we would allow more time to fill the position.

Question # 26:

Will our responses to the RFP be held confidential? If not, what part of the RFP will be public record?

HCCS Answer:

Each proposal will be treated as "labeled" by the proposer, and will only be released as required and in accordance with the Texas Public Information Act.

Question # 27:

Are the insurance requirements for small businesses 5 million?

HCCS Answer:

Please see Solicitation Amendment No. 002.

Question # 28:

Regarding conversion terms and conditions of temporary assignments, the industry standard is 520 hours (approx 3 months) on payroll. Are you interested in this conversion time being shorter?

HCCS Answer:

Please explain the conversion terms and conditions in your proposal submittal for the benefit of the evaluation committee.