

Procurement Services

4421 Stuart Andrew Blvd.

Suite 200

Charlotte, NC 28217

Date Issue: July 18, 2024

Question and Answer RFP 163-07092024TB

The following is a collection of questions submitted for clarification regarding RFP 163-07092024TB for Temporary Personnel Services. All questions submitted in regard to this RFP have been answered to the best of our ability.

Document Reference	Question	Answer
Section:4.6 HUB Participation ATTACHEMENT D: Minority, Women, Small Business Enterprise Information	1.Is it mandatory for Subcontracting with a HUB certified vendor. If yes, how much percentage of work or dollar amount is needed for subcontracting with a HUB Vendor. 2. Is it mandatory to notarized MINORITY, WOMEN, SMALL BUSINESS ENTERPRISE (M/W/SBE) Utilization Form.	1. Not mandatory. 2.Yes
	Is this a new contract or renewal of an existing contract?	New contract for this RFP.
	If there is an existing contract, could you please share the names of the current vendors and their pricing?	Not applicable
	In order to be considered responsive for this solicitation, is it mandatory to bid on all positions?	Yes
	What is the estimated budget for this contract?	Undetermined at this time.
	Is it mandatory to subcontract?	CMS prefers not to subcontract.
	Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day?	5 hours per day – please read the information that was in the RFP
	How many vendors does the district expect to award a contract to for the services requested in this solicitation?	The number of vendors awarded will be determined in the best interest of the needs of the district.
	Is there an incumbent provider for these services?	No
	Can the district provide current bill rates for contracts in place for similar services?	There is not currently a vendor for the services listed in this RFP.

Document Reference	Question	Answer
	What is the total amount of spend for contract labor from the 2023-24 School Year for these services?	There is not currently a vendor for the services listed in this RFP.
	Can the district please clarify the maximum weekly allowable hours approved for providers requested in this solicitation?	5 hours per day – please read the information that was in the RFP Is this correct language
	Will the district allow for further contract negotiations upon award?	No
	Will the district require contractor to assist with transporting students?	No
Attachment B: #16	Will the District be open to modify the insurance, upon award, to remove additional insured requirements for Professional Liability and Cyber Liability, if applicable?	District will not modify any insurance requirements.
	Will the District remove Primary & Non-Contributory requirement(s) from any/all of the insurance policies in the contract upon award, if applicable?	Answered above.
	Will the District remove Waiver of Subrogation requirement(s) from any/all of the insurance policies in the contract upon award, if applicable?	Answered above.
	Will the District allow Contractor's insurance policies to be written on a "claims made" basis?	Answered above.
6.6 Faithful Performance	Will the District remove any/all liquidated damages from the contract upon award, if applicable?	Is not applicable to this RFP.
6.6 Faithful Performance	Will the District remove performance and bid bond requirements from the contract upon award, if applicable?	Is not applicable to this RFP.
	The RFP states successful bidder(s) must have candidates vetted and ready to report in early August for 3 days of training, are the training dates already established? If so, what are the dates? If not, is there flexibility as long as the 3 training days are completed prior to August 26 start date?	Temporary employee training is scheduled for every week beginning today, through May 2025. District would like candidates to start as soon as possible but we realize that some candidates may not be able to be ready for the first day of school on August 26 th .
1.0 Purpose and Background	It appears you use Kelley Services and Jennifer temps. Are you looking to replace both, if so why?	No, we are not replacing these vendors. The purpose of this RFP is to SUPPLEMENT our current activities.
1.0 Purpose and Background	How is scheduling currently being done?	The temp agency signs up the vetted candidate in Sign Up Genius for the temp orientation. CMS SN staff handle the placements.
1.0 Purpose and Background	What is it about the 48 schools that causes such a need?	As other businesses in the hospitality industry, staffing since COVID has been and remains a constant challenge.
1.0 Purpose and Background	Why are you looking to make a change?	Not making a change.

Document Reference	Question	Answer
6.6 Faithful Performance	Generally, bonds are not associated with staffing, does this actually apply to this staffing RFP?	Would not be applicable to this RFP.
C-H Attachments	Each of these pages have the statement "Return this document in a sealed bid packet". However, under NOTICE TO BIDDERS on page 1, it says only electronic responses will be accepted. Please clarify	You can print the documents and sign and then upload your document as one file for your electronic proposal.
	Do you accept electronic signatures?	Electronic signatures are accepted.
3.1 METHOD OF AWARD (Page 7)	What would be the number of awards you intend to give (approximate number)?	The number of vendors awarded will be determined in the best interest of the needs of the district.
	Please provide us with an estimated NTE budget allocated for this contract.	Undetermined at this time.
5.1 GENERAL (Page no 14)	What is the tentative start date of this engagement?	As soon as contract can be signed and selected vendor can send us vetted candidates.
1.0 PURPOSE AND BACKGROUND (Page no 4)	What is the work location of the proposed candidates?	Reference attachment file titled 2024-2025 Schools Number of Positions where the original proposal is found.
	Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?	Any contract will be specific to this RFP.
	Are there any pain points or issues with the current vendor(s)?	Not applicable
	Could you please share the previous spending on this contract, if any?	New contract
	How many positions were used in the previous contract?	Not applicable
	How many positions will be required per year or throughout the contract term?	Reference attachment titled 2024-2025 Schools Number of Positions
	If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?	We will only accept candidates with similar skill sets that have been properly vetted via the CMS requirements listed in the RFP.
ATTACHMENT A: PRICING (Page no 19)	Can we provide hourly rate ranges in the price proposal?	No. Hourly rate to be paid to employee is \$15.00.
1.0 PURPOSE AND BACKGROUND (Page no 4)	Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?	Temporary Service Personnel will be on-site.
	Could you please provide the list of holidays?	Reference CMS website and access the district Calendar
	Are there any mandated Paid Time Off, Vacation, etc.?	CMS will not pay for Paid Time off, vacation or paid holidays. If temp. employees receive these benefits, the vendor will need to pay for them.

Document Reference	Question	Answer
	Are there any mandatory subcontracting requirements for this contract? If yes, is there any specific goal for the subcontracting? Please confirm.	Not mandatory
	Can we provide references of our Private sector clients OR government references are required?	References should be consistent with this RFP.