



## Muscogee County School District Columbus, Georgia

Aileen Arrighi, CPPB  
Purchasing Manager

### **ADDENDUM 1** **RFP #24-003 Temporary Staff Services**

September 5, 2023

Dear Vendors,

The Purchasing Department has received the following questions regarding Request for Proposal 24-003 Temporary Staff Service:

1. Referring to "Section 2.8 Bonding" provided on page no. 11, as per our understanding, this contract will have bond requirements and it will be mandatory for the awarded vendor to fulfill Performance Bond and Payment Bonds. Is it correct? Please confirm.

**Answer:** The MCSD will not require a bond for this solicitation.

2. Referring to Section 3.1 Proposal Submission point C provided on page no. 17, the vendor needs to submit one original copy of the financial proposal. Is it correct? Please confirm.

**Answer:** As stated on the RFP, vendors must provide one printed copy of the financial proposal, in a sealed envelope, together with six (6) printed copies of the technical proposal with one clearly marked as "ORIGINAL", and one full digital copy of the proposal on electronic media such as a flash drive in PDF or Microsoft Word format. If there is a discrepancy between a hard copy submission and the companion digital submission, the hard copy will take precedence.

3. Referring to Section 3.1 Proposal Submission point C provided on page no. 17, as per our understanding digital copy of both the Technical and Financial proposal in a flash drive needs to be submitted. Is it correct? Please confirm.

**Answer:** Correct. Vendors must submit a digital copy of the proposal to include the technical and financial proposals on electronic media such as a flash drive in PDF or Microsoft Word format.

4. In continuity with the previous question, do we need to put digital copies of the Technical and Financial proposals in two different flash drives? Please confirm.

**Answer:** No. Both the technical and financial proposals can be saved in one flash drive.

5. Referring to the FINANCIAL PROPOSAL provided on page no. 40, gross hourly rates have been provided by the District. Please confirm if it is mandatory for the vendor to consider only this pay rate or if these are just minimum wages to be considered.

**Answer:** The hourly rates provided on the Financial Proposal of the RFP are the current rates paid for the various positions. The MCSD will not consider other rates.



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6. There are various forms provided in the RFP which are also mentioned in the checklist provided on page number 4 but not in the technical proposal format. Please confirm whether we need to provide those filled and completed forms as part of the Technical Proposal or as separate and individual files.

**Answer:** Vendors must complete all the forms provided in the RFP and submit them with their response to the technical proposal. Vendors may submit the Federal Work Authorization Contractor Affidavit if awarded.

7. Referring to Section 5.3 Company Background and Experience provided on page no. 21, it is mentioned to provide contact information of similar contracts currently engaged in or have been completed within the past two years. Please confirm if the vendor needs to fill and provide this information in the reference form provided on page number 32.

**Answer:** Vendors must complete the reference form provided in the RFP document. However, additional references that demonstrate the vendor's experience and ability to perform the job can be included in the technical proposal.

8. Is this a new contract or there is an incumbent? If there is an incumbent, please provide its name.

**Answer:** These services are currently under contract through The Reserves Network, Inc. The contract expires on December 31, 2023.

9. Could MCSD share the previous annual spending?

**Answer:** The approved budgeted amount for these services for Fiscal Year 2023 was \$1,250,000. This does not represent the total annual spending for the fiscal year.

10. Does MCSD have any planned budget for this contract?

**Answer:** The approved budget amount for these services for Fiscal Year 2024 is \$1,115,000.

11. Could MCSD share the incumbent's pricing for competitive rates?

**Answer:** The current contract rates are as follows:

<u>Job Title</u>	<u>Hourly Rate</u>	<u>Mark-Up %</u>	<u>Bill Rate</u>
School Nutrition Culinary Technician	\$9.50	1.335%	\$12.68
School Nutrition Cashier/Culinary Technician	\$10.00	1.335%	\$13.35
Clerical Support	\$10.59	1.315%	\$13.93
General Maintenance Worker	\$8.00	1.315%	\$10.52
Administrative Professional	\$18.00	1.315%	\$23.67
Maintenance Technician	\$10.59	1.315%	\$13.93
Custodian / Custodian Other	\$8.00	1.315%	\$10.52



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12. As per our understanding subcontracting is not mandatory for this solicitation. Is it correct? Please confirm.

**Answer:** Subcontracting is not mandatory for this solicitation. The Federal Work Authorization Subcontractor Affidavit and Disclosure of Subcontractors and Subconsultants forms are being removed from this solicitation. Vendors are not required to complete these forms.

13. If known, can you provide the average daily need for each position category?

**Answer:** The average personnel that will be needed under the awarded contract is as follows:

- School Nutrition – 100
- Plant Services – 35 to 40 (June – August will experience some increase)
- Various Departments – 4 to 10 at any given time throughout the year

14. If the District increases pay for any of the position categories, will those pay increases be updated for the vendor contract as long as the vendor's markup does not change?

**Answer:** Correct.

15. Is a Performance Bond and/or Payment Bond required for this solicitation?

**Answer:** Please see Answer #1.

16. Can you please provide an estimate of how many employees are needed daily in each position?

**Answer:** Please see Answer #13 for the average number of personnel needed.

17. How much was spent last school year on temporary staffing services?

**Answer:** Please see Answer #9.

18. Is this a new initiative?

**Answer:** Please see Answer #8.

- a. If not, who are the current vendors?

**Answer:** Please see Answer #8.

- b. What is their current pricing?

**Answer:** Please see Answer #11.

19. Is the vendor required to submit all job titles?

**Answer:** Vendors shall provide pricing information for those positions they are able to fulfill.

20. What are the historical annual spending volumes in the project?

**Answer:** Please see Answer #9.

21. What is the estimated budget for this project?

**Answer:** Please see Answer #10.



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22. Is the vendor expected to provide a service agreement or will Muscogee County School District provide your own service agreement to the vendor to review?

**Answer:** The MCSD will provide its own agreement. A sample agreement is provided with the RFP for vendors to become familiar with the District's terms and conditions. Vendors are asked to provide their sample agreement with their response to their proposal.

23. We are seeing two different payment terms noted – Weekly and Net30. Can you confirm the payment terms?

**Answer:** The awarded vendor shall submit their invoices on a weekly basis and the MSCD payment terms are Net 30.

24. We meet the Insurance requirements – can you advise how you wish to be listed on the certificate and accompanying endorsements?

**Answer:** As indicated on Page 13, Section 2.9.F, Muscogee County School District must be shown as Additional Insured with respect to general liability, automobile liability, and excess liability including products and completed operations.

25. Will access to the MCSD website for the answers to questions be posted in public format or will Surge need to acquire login credentials to access answers?

**Answer:** Access to the MCSD website is open to the public without required login credentials. Answers to the questions will be posted to its website under the "Vendors" tab as well as emailed to the bidders' list.

26. Is this a new initiative (If No) OR is there any existing contract that going to expire (If yes)? Please confirm.

**Answer:** Please see Answer #8.

27. When the existing contract was started and what is the annual monetary spent value of the current contract since inception? Please confirm.

**Answer:** The current contract was started on July 1, 2020, with a three-year renewal option. The contract was extended on July 1, 2023, for an additional six-month period to allow for the RFP process. The budget amount of the contract for Fiscal Year 2024 is \$1,115,000.

28. How many total resources temporary staff were engaged in the current contract? Please confirm.

**Answer:** The estimated number of temporary positions that are currently filled is 70+.

29. Can you please share the names of incumbent vendors and their pricing?

**Answer:** Please see answers #8 and #11.

30. Can outside of the Georgia businesses compete? Please confirm.



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**Answer:** The District will consider outside the Muscogee County area vendors. Vendors wishing to compete must be an individual or company registered in Georgia and licensed to provide temporary staffing services as required on this RFP. If not in the county area, vendors are asked to explain how they plan to service the needs of the MCSD in a timely manner.

31. Please confirm if there is any award preference for local vendors. Please confirm.

**Answer:** During the evaluation process, the individual evaluators will review the multiple criteria listed on the RFP to score all proposers in an equitable and fair manner.

32. Are there any mandatory subcontracting requirements for this contract? If yes, is there any specific goal for the subcontracting? Please confirm.

**Answer:** No. The Federal Work Authorization Subcontractor Affidavit and Disclosure of Subcontractors and Subconsultants forms are being removed from this solicitation. Vendors are not required to complete these forms.

33. Are there any evaluation points for using subcontractors? Please confirm.

**Answer:** Please see Answer #12. This is not part of the evaluation process.

34. Can we provide references of our Private sector clients OR government references are required?

**Answer:** The MCSD will consider all references submitted. K-12 references are preferred but not required.

35. Please confirm if there will be any award preference/more points in evaluation will be given for the businesses providing government references.

**Answer:** General references are included in the evaluation process under Sections 5.3 and 5.8.1 of the RFP. However, specific points for government references are not laid out in the document. All references will be considered.

36. Do we need to provide sample/actual resumes of temporary staff hire staff with our proposal?

**Answer:** No. Sample or actual resumes of temporary staff hired are not required with this solicitation.

37. Are there any specific certifications OR licenses required from the preferred vendor? Please confirm.

**Answer:** The awarded vendor must be an individual or company licensed to provide temporary staffing services as required on this RFP.