

ADDENDUM NO. 2

RFP NO: 153000

DATE PROPOSALS DUE: September 1, 2017

TIME: 4:00 PM

DEPARTMENT: Human Resources Department

SUBJECT: Temporary Employment Services

Answered almost all questions asked to date. The few remaining questions will be answered as soon as possible.

(SIGNED) _____

COMPANY: _____

PLEASE SIGN THE ADDENDUM AND RETURN TO THE PURCHASING DEPARTMENT WITH YOUR PROPOSAL (ghipp@chattanooga.gov or fax to 423-643-7244 or mail to Purchasing (Attn: Geoffrey Hipp), 101 E. 11th St., Chattanooga, TN 37402).

Q&A for RFP 153000 – Temporary Employment Services

Q: Can you provide historical spend by job sighted in section #3 of Attachment A?

A: Current contract has encumbered \$3,356,682.89 since October 2015 which would be roughly \$1.8M per year..

Q: Can you provide job details by position sighted in #3 of Attachment A?

A: Skilled Labor is defined as being able to work with power tools and operate machinery.

Non-Skilled Labor is defined as not being able to work with power tools and operate machinery.

Payroll Specialist - Responsible for reviewing and processing payroll documentation.

Clerical Workers - Responsible for providing routine clerical duties including answering telephones, greeting and assisting visitors, filing, performing data entry, distributing mail, and ordering/maintaining supplies inventory.

CDL - Licensed to operate heavy or large vehicles and equipment..

Q: Can you clarify questions #9, #10 and #16 in Attachment E? Particularly the meaning of “electrical services”, “electrical work” and “specialized equipment assets” as they relate to this RFP.?

A: Please disregard questions #9, #10, and #16 in Attachment E.

Q: What is the current scope for background checks and guidelines for placement for the City of Chattanooga?

A: Sedentary/Office/Professional Workers (non-safety or child sensitive):
education,
work history,
county and national check for warrants and convictions
basic physical

Safety Sensitive:
education,
work history,
county and national check for warrants and convictions,
physical including 10-panel drug test.

Child Sensitive:

education,
work history,

county and national check for warrants and convictions,

Sex offender registry

physical including 10-panel drug test.

Driving Positions:

Motor Vehicle Report

Q: Can you give an example of "emergency work" sighted in the overview under the Assignment and Scheduling section?

A: Assignments of which we need on a last minute basis, within 2 hours of the request.

Q: Is there an incumbent or is this a new initiative?

A: Outsource Staffing

Q: The RFP indicates that questions be submitted no later than 4:00pm on 8/11/2017 but it does not indicate how the questions will be answered and when. Can you share with us if they will be responded to the questioning proposer or will all questions be posted online for everyone to review?.

A: The questions are answered by this addendum..

Q: In the overview, you state that this service is needed on an as needed basis, but in the first paragraph of this section, you say the temporary employment services are both routinely scheduled and on a needed basis. Can you share what positions are "routinely scheduled" and what the difference is between the two?

A: In the past, we have needed recreational help routinely during the summer months. Other positions may be required on an as-needed basis.

Q: The second paragraph (Scope of Work) states that the Proposer shall agree to a two (2) hour response time to respond to the requesting department. My assumption is that we just need to acknowledge receipt of the request with the department and not

actually have someone onsite ready to work within two hours of requisition. Please confirm what we need to be able to do within two hours of receiving from requesting Department. Background checks take a few days and if we do not have a current person available, there would be no way to get a new recruit checks done within 2 hours.?

A: The two-hour response time is for emergency requests; it is the time within which the temporary worker would report to the work site. The time frame for non-emergency calls is 24 hours for temporary worker to report to the work site.

Q: The two-hour response time is again indicated for emergency calls. Again, does that mean that we just need to confirm receipt of request within two hours?

A: It is the time within which the temporary worker would report to the work site

Q: Just want to confirm that you are looking for both a 10-panel drug screen and a breath alcohol test? Most of our clients require one or the other – just want to confirm.

A: 10-panel drug test.

Q: Can you share with us how many of the positions you may need will require driving?

A: This would be on an as-needed basis therefore the number and position would vary.

Q: Can you define what “within a reasonable timeframe” is. You indicate the proposer shall assure a suitable placement to a job order within a reasonable time frame?

A: 24 hours for temporary worker to report to work site.

Q: This section (Interviews) indicates that resumes and interviews may or may not be requested for some positions. Can you share with us which positions will require interviews, etc. And for the remainder of positions, can we assume we will be selecting the candidates and having them show up to work?

A: The City reserves the right to request a resume and interview any temporary worker who could potentially be placed with the City. The City of Chattanooga reserves the right to refuse/dismiss any temporary worker at any time with or without notice..

Q: On this page (Personnel & Resources), we are asked to provide numbers of temporary workers available. While we can give you current employee headcounts...they all may not be available at any given time. We are constantly updating our databases with qualified candidates and can move quickly to find additional employees – so this number in any of these categories should represent current headcount?

A: Yes.

Q: We provide resources in all but one of the categories listed and therefore will not have numbers for CDL candidates. Will that preclude us from being considered?

A: No.

Q: Should Attachments C, D & E be inserted under Response Format #4?

A: Yes.

Q: Is this a new requirement? If not, who is the incumbent(s) and why has the bid come out again?

A: The contract period for the current supplier is expiring.

Q: What does the City consider "a reasonable timeframe"? Does the City timeframe vary based on the job position being requested the position's qualification requirements?

A: Twenty-four hours.

Q: Is the City aware of the number of Workers Compensation claims made by the incumbent vendors within the past one (1) year, and past three (3) years? If so, what are those numbers?

A: The past Temporary Services contracts have not required a vendor's Workers Compensation claims to be communicated to the City. The Solicitation's reference to Worker's Compensation is simply a notice to responders of the sole vendor liability.

Q: Will the City allow for partial bids?

A: The City reserves the right to accept or reject any or all exceptions / deviations at its sole discretion. City reserves the right to reject excepted or conditional proposals at its sole discretion.

Q: Will the City please provide the job classifications/job titles they consider skilled labor?

A: Skilled Labor is defined as being able to work with power tools and operate machinery.