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Addendum

Solicitation Name	Temporary Employment Services – Administrative Workers Q2004	Addendum Number	1	Date	08/27/2019
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This addendum answers questions raised about this solicitation. To aid in readability, the questions are in black, the answers are in **bolded blue**, and the answers follow immediately below.

Q1	What is the budget allocated to this contract?
	KCDC does not specifically budget for these services as they only needed when a staff member resigns or retires.
Q2	How many temps are currently working on the existing contract and will they all be transitioned to the new vendors?
	The contract is not intended to supplement staff, rather provide temporary workers on an as needed basis.
Q3	Is it a multiple award contract?
	Possibly.
Q4	Will KCDC provide a job description for the Accountant and Accounting Technician positions?
	<p>Yes. See job summaries below; please note duties may be added or deleted as deemed necessary by the work supervisor.</p> <p>Accountant: Under the supervision of a Senior Accountant, the Accountant performs administrative and professional accounting work. The Accountant's job involves ensuring transactional accuracy, preparing and entering journal entries, analyzing general ledger accounts, reconciling accounts, maintaining accurate fiscal records and preparing reports. Duties require independent judgment in daily activities, with general instructions on special projects or new assignments. Work is submitted to the direct supervisor upon completion and is subject to external audit as well as internal financial and administrative controls.</p> <p>Accounting Technician: Under the supervision of the Senior Accountant, the Accounting Technician performs journey level clerical and technical data processing tasks in support of the Finance and Administration Department. The Accounting Technician also receives rent and other payments and assists with balancing, adjusting, and maintaining various accounts.</p>
Q5	May we obtain a copy of the sample contract or contract rider or would you please direct us on where we can find them on your website?
	KCDC does not normally issue a formal "contract" for these services. Instead KCDC typically issues a success letter which recounts your offer and KCDC's condition. It is presented to the "winning" firm for signature. Once in place, KCDC sites order against it via purchase orders (which are a very simple contract) as they choose/need to do so.

