



MEMORANDUM

TO: RFP 23-016

FROM: Aaron Flure, Purchasing

DATE: March 17, 2023

RE: **Addendum 3-RFP 23-016-03**

I. Question and Answer

1. Could you please explain if all three references must originate from public organizations?
No, they do not need to be public organization. If you have a Higher Education Reference we recommend including this as one of your references, however, it is not required.
1. What are your most commonly requested positions?
This RFP is for "As Needed" basis and therefore not based on any requests. Prior situations similar in nature that required temporary positions were of leadership roles but not based on any prior RFP's.
2. How many workers under each job classification are required on a weekly basis?
As this is "As Needed", we do not have that information.
3. Are vendors required to bid on all positions/categories?
No, you can bid on only a portion.
4. Who are your current vendors?
We do not have any current vendors providing services.
5. What are the bill rates and pay rates of your current vendors?
We do not have any current vendors providing services.
6. What is the estimated contract value?
As this is "As Needed" and first RFP for these services, it is not possible for us to estimate the contract value.
7. How much did you spend on these services last year? The last five years?
We did not utilize these types of services/unknown
8. What are any challenges or pain points with the present contract vendors?
N/A
9. What improvements would you like to see with vendors on the new contract?
N/A

10. Are pay rate/bill rate ranges allowed?

Yes

11. If multiple vendors are awarded, how are job tasks distributed?

These will be selected based on the best interests of the University. Possibility of University selecting based on expertise and experience of the firm and their offering.

12. Why is this solicitation being put out to bid?

As the landscape of hiring changes, we anticipate the potential need for these services. In several roles of the University, this need would exceed the thresholds of procurement which require a RFP and could restrict NMHU's ability to transition in an efficient and diligent manner.

***Offerors must acknowledge this amendment in Attachment 1 when submitting proposal.**