



*Accelerate Progress for Students*

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Executive Director

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**DATE: 10/16/2023**

**RFP NUMBER: 24-025 RR**

**RFP TITLE: TEMPORARY STAFFING SERVICES**

**ADDENDUM NUMBER: 1**

See Question and Answers:

**Question 1:** What are your most commonly requested positions? How many workers under each job classification are required on a weekly basis?

**Response 1:** Please refer to the RFP pages 25 & 26 for requested positions.

**Question 2:** How many vendors do you intend to award?

**Response 2:** That will vary depending on final evaluations.

**Question 3:** If multiple vendors are awarded, how are job tasks distributed?

**Response 3:** The job tasks are distributed by requesting department needs.

**Question 4:** Who are your current vendors?

**Response 4:** Accounting Principles, ATA Services, BeStaff, Excel Staffing, ITSQuest, Kelly Services, Sabio Systems, Volt Workforce.

**Question 5:** Will the district review other SPED service classifications if submitted with the vendor proposal?

**Response 5:** Please review what is requested in the RFP.

**Question 6:** Can the district please provide the total amount of full-time, vendor supplied (clerk, secretary, accountant, maintenance) utilized during the 2022-23 SY?

**Response 6:** That information is not available at this time.

**Question 7:** What is the expected amount of full-time, vendor supplied (clerk, secretary, accountant, maintenance) needed during the 2023-24 SY

**Response 7:** That will be dependent on budget, and district need.

**Question 8:** Apart from end of tenure, is there any other reason to release this solicitation?

**Response 8:** No

**Question 9:** Can the district please provide incumbent information and current bill rates for contracts in place for similar services?

**Response 9:** You will need to submit an IPRA Request for that information.

**Question 10:** Can the district please provide job descriptions for the positions listed in the scope of work?

**Response 10:** Please refer to the position descriptions described under the positions on pages 25 & 26.

**Question 11:** Is this a new initiative (If No) OR is there any existing contract that going to expire (If yes). Please confirm.

**Response 11:** Yes, current contract will be expiring.

**Question 12:** When the existing contract was started and what is the annual monetary spent value of the current contract since inception? Please confirm.

**Response 12:** The last 4 years has been approximately \$500,000.

**Question 13:** How many total resources temporary staff were engaged in current contract?

**Response 13:** Please see Response #4.

**Question 14:** Can you please share the name of incumbent vendors, and their pricing

**Response 14:** Please see response 4. Hourly Rates from \$13.99 to \$28.00 Hourly.

**Question 15:** Can outside of the New Mexico businesses compete?

**Response 15:** Yes, will need vendor who can meet for periodic in person meetings.

**Question 16:** What are the bill rates of your current vendors?

**Response 16:** See Response#14.

**Question 17:** What is the estimated contract value?

**Response 17:** That will be based on District budgeting and Spend.

**Question 18:** How much did you spend on these services last year? The last five years?

**Response 18:** The last four year was approximately \$500,000.

**Question 19:** What are any challenges or pain points with the present contract vendors?

**Response 19:** None

**Question 20:** What improvements would you like to see with vendors on the new contract?

**Response 20:** None

**Question 21:** The length of the contract term is four (4) years. Are there any additional option years?

**Response 21:** No

**Question 22:** Could APS be more specific for the information required on page 28 in Company profile, about pool of knowledge?

**Response 22:** Pool of knowledge in relation Temporary Staffing Services.

**Question 23:** Could APS provide the estimated budget of the contract? If unknown, please provide previous spending.

**Response 23:** Please see Response #18.

**Question 24:** Is this a new requirement? If not, please provide a list of the current vendor(s) providing the service and how are the current services being procured.

**Response 24:** Please see Response #4.

**Question 25:** Is this a single-award or multi-award contract?

**Response 25:** Multi-Award

**Question 26:** Please provide a copy of the proposal of all current vendors providing temporary staffing, including rate/cost sheets

**Response 26:** You will need to issue an IPRA Request for that information.

**Question 27:** Do we need to submit the Certificate of Insurance with the proposal?

**Response 27:** You can submit the Certificate of Insurance if you are awarded a contract.

**Question 28:** Is it mandatory to participate with subcontracting? If yes, please confirm the subcontracting goal.

**Response 28:** No

**Question 29:** Does the prime vendor need to provide the resumes of the mentioned category with the proposal?

**Response 29:** No, that can be provided if you are awarded a contract and APS utilizes your services.

**Question 30:** Can we submit the cost proposal and technical proposal in a single pdf file? Please confirm.

**Response 30:** Yes

**Question 31:** Is there any preference to the local vendor while evaluating the proposal?

**Response 31:** Yes, the vendor will receive resident business or veteran's preference if applicable.

**Question 32:** Could the primary vendor avail the preference if it subcontracts to New Mexico Resident Business/Native American Resident Business/Veteran New Mexico Resident Business/Native American Resident Veteran Business Preference

**Response 32:** No

**Question 33:** Is this a new contract or renewal of an existing contract?

**Response 33:** Renewal

**Question 34:** Is this a single award or multi-award contract?

**Response 34:** Multi-award

**Question 35:** If there is an existing contract, could you please share the name of the Current Contractors (who are currently providing Temporary Staffing Services to Albuquerque Public Schools)?

**Response 35:** Please Response #4

**Question 36:** Could you please share the current contractor's pricing and Proposals

**Response 36:** You will need to submit an IPRA request for that information.

**Question 37:** Can you share details from where we can get old proposal details?

**Response 37:** You will need to submit an IPRA request for that information.

**Question 38:** Can you please share the email id/details where we can raise the public record request for old RFP?

**Response 38:** Please see link: <https://aps.nextrequest.com/>

**Question 39:** Is there any issue with existing contractors?

**Response 39:** No

**Question 40:** When was the existing contract started, and what is the annual spent value of the current contract since inception?

**Response 40:** 2019, approximately \$125,000.

**Question 41:** Can you please let us know the previous spending on this contract?

**Response 41:** Approximately \$500,000 over a four-year period

**Question 42:** Can you please share the amount of business each Contractor did under this contract in previous years?

**Response 42:** Approximately \$500,000 over a four-year period

**Question 43:** Would Albuquerque Public Schools be allowing vendors to submit similar experience with commercial clients?

**Response 43:** Yes

**Question 44:** Would Albuquerque Public Schools be giving preference to those vendors who has similar experience with government clients?

**Response 44:** No

**Question 45:** How many positions are expected to fill under this contract?

**Response 45:** Varies, depending on budget for district.

**Question 46:** Please share the total number of temporary staff placed annually under the ongoing contract.

**Response 46:** That information is not available

**Question 47:** How will job requests be shared among multiple awarded Contractors?

**Response 47:** Requesting departments will utilize awarded vendors.

**Question 48:** Is it mandatory to bid on all categories/disciplines? Please confirm.

**Response 48:** No

**Question 49:** Is subcontracting mandatory to be responsive for this RFP?

**Response 49:** No

**Question 50:** If yes, please confirm types of subcontractors and goal percentage.

**Response 50:** N/A

**Question 51:** Is there any local preference given to local/resident vendors? Please confirm.

**Response 51:** Yes, they will receive resident/veterans business preference if applicable.

**Question 52:** To be responsive, is it mandatory to maintain a permanent place of business in where services are required?

**Response 52:** Not mandatory, but must be available for periodic in person meetings.

**Question 53:** To be responsive, is it mandatory to have a local business office within particular regions where services are required?

**Response 53:** See #52.

**Question 54:** Can we provide large commercial references? Please confirm.

**Response 54:** Yes

**Question 55:** Is there any preference given to vendors who have in state client references. Please confirm.

**Response 55:** No, but vendors will be on list evaluation criteria.

**Question 56:** Is it mandatory to provide government references. Please confirm.

**Response 56:** No

**Question 57:** What is the annual Budget of the resulting contract?

**Response 57:** It will vary depending on budget.

**Question 58:** What is the Past 3 years' spending on the current contract for similar services?

**Response 58:** Approximately, \$500,000 over a 4-year period.

**Question 59:** Can you please share the list of certifications and licenses needed to be submitted with the proposal.

**Response 59:** Business License

**Question 60:** Do we need to provide sample certificate of insurance with the proposal. Please confirm.

**Response 60:** You can supply the certificate of insurance if you are awarded a proposal.

**Question 61:** Do we need to provide actual certificate of insurance with the proposal. Please confirm.

**Response 61:** See #60

**Question 62:** Please confirm if there is any award preference for local vendors?

**Response 62:** They will be awarded resident/veteran's business preference.

**Question 63:** Are there any mandatory subcontracting requirements for this contract? If yes, is there any specific goal for the subcontracting?

**Response 63:** No

**Question 64:** Can we provide references of our Private sector clients OR government references are required?

**Response 64:** Either

**Question 65:** Please confirm if there will be any award preference/more points in evaluation will be given for the businesses providing government references?

**Response 65:** No

**Question 66:** Please confirm the estimated headcount of contract staff resources active currently under existing contracts

**Response 66:** That information is not available at this time.**Question 67:** If an incumbent vendor is not awarded, will there be a transition of current resources to the new vendors?

**Response 67:** No

**Question 68:** When is the anticipated start date?

**Response 68:** Anticipated December 2023.

**Question 69:** Does this venture require bonding?

**Response 69:** No

**Question 70:** How many temporary employees are needed to fill these roles?

**Response 70:** Depends on budget and current vacancies.

**Question 71:** Are vendors able to acquire state certifications directly following being awarded this contract?

**Response 71:** Yes

**Question 72:** "RFPs may be awarded preference in compliance with NMSA 1978, §13-1-21 for New Mexico In-State Resident Business or Native American Resident Business or Resident Veteran Business or Native American Resident Veteran Business," If a physical office location is not set up in New Mexico would this disqualify us from this bid?

**Response 72:** You will not be disqualified, but you will not receive the resident/veterans business preference.

**ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL, AND SEE UPDATED EVALUATION CRITERIA IN THIS DOCUMENT:**  
**Addenda not signed and returned may consider the RFP non-responsive and May be Rejected.**

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COMPANY/FIRM NAME

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SIGNATURE

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DATE