

Attachment G:**Questions and Answers for Temporary Employment Services RFP #20-00000-21-00021**

Question Number	RFP Reference (page number & Section)	Offeror's Question / Answer
79		Would you be sharing the pre-bid meeting recording?
		The Pre-proposal Conference was not recorded
80	Letter of Transmittal. Appendix B	We do not have an NM CRS number. Would this be a limitation to participating?
		No, this would not be a limitation to participating
81	Letter of Transmittal. Appendix B	Would a registration number from a different participating State be submitted instead of the NM CRS number?
		No. If applicable, Offerors should include a New Mexico CRS Number
82	Page 44, Cost Sheet.	Would we need to submit pricing for each Job Position we are offering?
		Pricing is not a requirement for each Job Position
83	Page 8, Section 1.3, F. Confidential.	Would we need to submit complete resumes for the Job Position we are offering? Or would you prefer a summary?
		Section 3 General Requirement 3.14, Confidential Information further defines the submittal of "confidential information". Offeror's shall adhere to the requirements of Section 6 Administrative and Technical Response Requirements, regarding submission requirements for job placement
84	Page 44, Cost Sheet.	If we need to submit pricing for the Job Positions we are offering, would you prefer a single hourly rate or a range hourly rate?
		See question No. 82
85		Why is your organization going out to bid?
		See question No. 39
86		What changes to your current contingent labor program are you looking to make as a result of this RFP process?
		There are no contingent labor program changes, as of the date of release of this RFP. Each individual State may have changes to their individual programs. This discussion can be held during the PA process.
87		What factors will you consider the most when making your final vendor selection?
		All factors, as state in Section 2.2.7 Evaluation and Award will be considered
88		Is your expectation that the selected vendor will be the primary/sole supplier with exclusivity? If so, will you allow the selected supplier to utilize subcontractors for sites and/or skill sets that do outside their scope?

		As stated in Section 1 General Information, 1.1 Purpose, Paragraph 6: It is anticipated that this RFP may result in Master Agreement awards to multiple contractors, a single contractor, or by individual categories in the Lead State's discretion. As stated in Section 3 General Requirements, 3.4 Subcontractors/Consent: the use of subcontractors is allowed.
89		Will you transition candidates from your current supplier to your new supplier? If so, how many people do you plan to transition?
		Each individual Procuring Agency/State may have their own transition plan. This discussion can be held during the PA process.
90		Please provide detailed job descriptions for all roles
		Detailed job descriptions are not available. Each individual Procuring Agency/State may have different job descriptions to fit their needs.
91		Can you provide the average pay rates per position for 2020?
		This information is not available, as pay rates vary for all States.
92		Can you provide a breakdown of annual usage (spend, hours or headcount) for each site?
		This specific breakdown for usage is not available.
93		Please outline your seasonal peaks: What is the timeframe and by what % does the staffing demand increase?
		Each individual Procuring Agency/State may have their own seasonal peaks. This discussion can be held during the PA process.
94		Will this RFP include direct hire positions? If so, how many direct hires do you average per month and for what types of positions?
		No, this RFP doesn't include direct hire positions
95		What is the average assignment length of your temporary workers by job category/skill set?
		This information is not available, as it may vary for all States.
96		How often do you hire workers from a temporary-to-hire program?
		See question No. 95
97		What type of solution do you have in place today? How long has it been in place?
		See question No. 54
98		How many vendors are you currently working with?
		See question No. 40
99		What challenges are you experiencing with your current contingent labor program?
		This information is not available as each Procuring Agency/State may have their own challenges and/or labor programs
100		How many vendors do you plan to select for this RFP?
		See question No. 40

101		Do you currently have an on-site program? If so, which site(s)?
		This information is not available as each Procuring Agency/State may have their own on-site programs
102		Do you have any locations using part-time workers; if so, which sites?
		This information is not available as each Procuring Agency/State may have different needs for part-time workers
103		What is the current fulfillment rate on your openings by site?
		This information is not available
104		What is the current retention rate of your contingent workforce by site?
		This information is not available
105		What are the hours per shift, per site?
		This information is not available
106		What percentage of your spend is on Overtime per site?
		This information is not available
107		Can paid sick leave, if any, be billed as used?
		No
108		Do you utilize a P-Card for payment? If so, which card?
		Each procuring agency will have their own means of payment. This is something that can be discussed during the PA process.
109		Is automated timekeeping currently utilized for contingent workers? If so, which system?
		Each individual Procuring agency/state will have their own system. This is something that can be discussed during the PA
110		Are there any prevailing wage requirements that apply that bidders should be made aware of?
		We are not aware of any
111		What are TTU's current Payment Terms?
		This is something that needs to be addressed with the Procuring Agency/State during the PA process
112		Please outline your specific background and drug screening requirements.
		This is something that needs to be addressed with the Procuring Agency/State during the PA process
113		For assignments less than 5 days in length, will background checks/drug tests still be required?
		This is something that needs to be addressed with the Procuring Agency/State during the PA process
114		Will you require vendors to have results from background/drug screens prior to placement or will employees be able to start with results pending?
		This is something that needs to be addressed with the Procuring Agency/State during the PA process
115		Do you want all background/drug screen costs included in the bill rate? Or would you prefer to have it billed as a separate pass-through cost?
		This is something that needs to be addressed with the Procuring Agency/State during the PA process

116		Please describe the orientation and training process that your hiring managers currently administer to temporary employees, including forklift certification.
		This is something that needs to be addressed with the Procuring Agency/State during the PA process
117		Please outline your requirements for Personal Protective Equipment (PPE). Which PPE is expected to be provided (paid for) by the vendor? Please indicate which positions require which PPE.
		This is something that needs to be addressed with the Procuring Agency/State during the PA process
118		Can you please provide your safety record for 2020?
		We do not have this information. You may be able to obtain it from individual Procuring Agencies/States during the PA
119	Page 31, Section 6.7, Business Requirements; 6.7.1 Company Profile	Will you accept references from Large Commercial Clients?
		Yes
120		Will references from commercial clients will be equally evaluated as references from government clients?
		See question #24
121		Is there any preference to references from government clients?
		See question #24
122	Page 44, COST RESPONSE FORM;	In order to be responsive, is it mandatory to bid for all categories such as Administrative Support (Including Office and Clerical), Commercial/Industrial Workers, Healthcare Staffing Services, Information Technology, Professional Services (other than IT)? Please confirm
		Section 1 General Information, Paragraph 6: Offeror may provide all categories, or individual categories. Offeror must
123		If we don't bid for all categories will it impact the bidder scores in evaluation?
		No
124	Page 25, SECTION 5: Evaluation and Award	If it is multiple awards contract, how many awards will be made under this contract?
		See question No. 39
125		How many awards were made under the previous contract?
		Seven Master Agreements were awarded under the prior solicitation
126	Page 12, 1.7. Historical Data and Anticipated Usage	So total usage under this Contract is \$83,767,657.00, Can you please segregate the amount used for Healthcare services out of this \$83,767,657?
		This information is not available.
127		Would Healthcare positions be positioned for 13 weeks assignment or 26 weeks or longer? Please confirm the duration for Healthcare positions.

		Each individual Procuring Agency/State may have their own requirements regarding the amount of time for each assignment, healthcare positions included.
128		Out of this Historical spend, how many positions were on per-diem basis?
		This information is not available.
129		If there is an existing contract, could you please share the name of the Current Suppliers (who are currently providing
		See question No. 7
130		Could you please share the current Suppliers' pricing and Proposals?
		See question No. 7
131		Can you please share each year annual monetary spent value of the current contract since inception?
		2017 - 42.31K 2018 - 19.01 M 2019 - 46.55 M 2020 - 66.06 M 2021 - 73.52 M
132		Can you please share the no. of positions served in previous years under this contract?
		This information is not available.
133		Can you please share the amount of business each vendor did under this contract in previous years?
		This information is not available.
134		Can you please share the email id/details where we can raise the public record request for the old RFP?
		See question No. 7
135		Can you please share the details from where we can see the records for the old contract?
		See question No. 7
136		Is it mandatory to have NM CRS#?
		NM CRS Number is required for Offeror's doing business in NM
137	APPENDIX B - Letter of Transmittal Form	Can we submit this after the award of contract?
		No, this is a mandatory form and must be submitted with each offeror's response
138	Page 7, Section 1, 1.1 Purpose	Can we submit two separate proposals?
		Offerors shall submit one response, with the Technical and Cost proposals uploaded independantly of each other.

139		We have two different entities, one for IT & Non-IT and another for Healthcare services. So can we submit 2 different proposals in order to cover all positions? Please confirm.
		If each entity is legally separated one from the other, each entity may submit a response otherwise, one response shall be submitted
140		Please share the most commonly filled positions
		This information is not available.
141		Can you please provide the segregation of historical spend in each category like clerical, IT, Healthcare etc
		This information is not available.
142	Page 31, 6.6 Participating State Terms and Conditions	Out of Hawaii, Maine, New Jersey South Dakota; which States are most commonly and frequently using NASPO contract?
		This information is not available. In general, these states all use the NASPO contracts but may not be currently using these particular contracts. The frequency is dependent on many factors, and they may or may not use these contracts in the future. While some states may have supplied an Intent to Participate form for this portfolio, only some states are required by their statutes to provide this information and therefore, it is not a reliable indicator of the expected future use.
142	Page 35, Section 7, Price and Cost Proposal and Page 9, Section 1.3 Definitions	In Section 7, page 35, states that, “Offeror’s Administrative Service Fee (based on a percentage) must include all anticipated charges, including but not limited to, In Section 1.3 Definitions, page 9, states that “Fully Loaded Labor Rate” means the proposed maximum hourly rates that include travel, per diem, fringe benefits and any overhead costs for contractor personnel, as well as subcontractor personnel if appropriate. We assume that the Offeror’s Administrative Service Fee is intended to be mutually exclusive from the Fully Loaded Labor Rate. There are some costs that are listed in both – Travel and Overhead. Please clarify which costs are to be included in the Offeror’s Administrative Service Fee.
		As stated in this question:" Offer's Administrative Service Fee must include all anticipated charges, including but not limited to cost of materials and product, travel expenses, transaction fees, overhead, profits, and other costs or expenses incidental to the Offeror’s performance excluding the Fully Loaded Labor Rate.”
143	Page 35, Section 7, Price and Cost Proposal and Page 9, Section 1.3 Definitions and Attachment A, page 5, section 5.2.1	Please clarify if the Offeror’s Administrative Service Fee should include the NASPO ValuePoint Administrative Fee or should it be assumed to be included in the Fully Loaded Labor Rate?
		All costs shall be included in the Offeror's Fully Loaded labor rate.

144	Page 35, Section 7, Price and Cost Proposal	Please confirm that offerors have not been asked to include any specific Fully Loaded Labor Rates in the price and cost proposal.
		Offers shall response to the Cost Response Form with their administrative fees for each stated category.