

Request for Proposal
Temporary Staffing & Payroll Services
RFP Number TS/PS-0341

QUESTIONS & ANSWERS

1. I received a request to participate in an RFP ... and I had a couple questions as it relates to the information you're requesting. I was curious if this was just for Interns with your team or is it an RFP for all types of positions for the career source in Central Florida? I'd like to pull in some members of our team that support different divisions if we are bidding on multiple skill sets, but wanted clarification first so I know how to proceed.

RESPONSE: ~~This RFP pertains to the employment of individuals in time-limited work experiences only.~~

UPDATED CORRECTED RESPONSE AS OF 12/19/2018: Yes, the chosen vendor would be called upon to provide both.

UPDATED CORRECTED RESPONSE AS OF 12/19/2018: The purpose of this procurement is to obtain pricing for payroll third party employer of record services as described in the RFP. From time to time, CSCF may have an internal temporary staffing need and the rates for these services may be offered as an alternate proposal and negotiated separately.

2. Is there an established cap of total hours worked or for financial commitment for each individual worked?

RESPONSE: No, there is not. However, individuals are not permitted to work more than 40 hours per week.

3. Are employees limited to 12 weeks of employment?

RESPONSE: The duration of the work experience opportunity is based on the number of weeks established in each individual agreement with the host worksite.

4. Can you provide the estimated number of participants in the internship initiatives for TS/PS-0341 (yearly)?

RESPONSE: Up to 1,000 individuals per year may require temporary staffing and payroll services.

5. Can you provide the number of internship participants for 2016, 2017 and 2018?

RESPONSE:

- July 1, 2015 – June 30, 2016: 465 individuals; 125,753 hours total
- July 1, 2016 – June 30, 2017: 512 individuals; 158,870 hours total
- July 1, 2017 – June 30, 2018: 617 individuals; 206,813 hours total

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Revised 12/19/2018 – 12:15PM

6. What is the average length of employment for participants? Is the maximum length of employment still 12 weeks? (as noted in TS/PS-7001 for 2015-2016)

RESPONSE:

- From July 1, 2017 – June 30, 2018, the average number of hours worked per individual was 335 hours, or approximately 8.4 weeks.
- The duration of the work experience opportunity is based on the number of weeks established in each individual agreement with the host site.

7. What is the expected proposer's role in supporting the 'large scale Summer Youth Program'?

RESPONSE:

- Temporary staffing and payroll services will be required for youth participating in summer internship opportunities. Support may include but is not limited to travelling to group session to complete new hire paperwork.

8. Is there a guaranteed minimum number of participants?

RESPONSE: No, there is not a guaranteed minimum.

9. Can you provide an example of Exhibit A?

RESPONSE: Proposers only need to submit their Administrative Profit rate, standard cost per background check, and standard cost per drug screen.

10. Are the Position descriptions and Straight Time Paid in Exhibit A established by Career Source Central Florida or the proposer?

RESPONSE: CareerSource Central Florida establishes all employment terms including position descriptions and rate of pay in conjunction with the host site.

11. Does Career Source determine the position title, hourly rate and host site for each participant prior to involving the proposer?

RESPONSE: Yes, CareerSource establishes and maintains all terms and agreements with the host sites.

12. Will you provide editable Word doc format (Vs. PDF) for all of the forms that are to be submitted? Attachments and Exhibits?

RESPONSE: No, attachments and exhibits will not be provided in Microsoft Word document format in order to ensure standardized responses.

13. Will you expand on what is expected in 3.18 – Proposer’s primary point of contact will be responsible for... ‘coordinating participant assignments, supervising delivery of services’. Does this imply daily/weekly interaction with the host regarding the assignment? Does proposer’s point of contact communicate directly to Career Source or host?

RESPONSE:

- The point of contact will work hand-in-hand with CareerSource Central Florida and the host sites as needed to ensure delivery of services.
- The point of contact will need to communicate directly to CareerSource Central Florida as well as the host sites. For example, the point of contact may need to reach out to a host site to obtain timesheet approval if the deadline is missed.

14. How is sick leave, holiday pay and vacation time handled? Does proposer pay any part of that?

RESPONSE: Individuals are only compensated for actual hours worked.

15. Are there any benefits that the proposer will need to provide to the participant?

RESPONSE: No benefits are provided to participants.

16. What kind of participant performance information is to be provided to Career Source by proposer?

RESPONSE: Proposer must report on elements such as but not limited to: actual start date, actual end, reason for ending prior to scheduled end date, total hours worked, etc. Final clarification will be determined during contract negotiation.

17. What were the expenditures for the last three years for temporary staffing/payroll services?

RESPONSE: The total spend by program year is indicated in the table below. Note that total spend is variable based on the needs of clients.

Program Year	Spend (Services and Fees)
2015 – 2016 (7/1/2015 thru 6/30/2016)	\$2,063,664
2016 – 2017 (7/1/2016 thru 6/30/2017)	\$2,946,103
2017 – 2018 (7/1/2017 thru 6/30/2018)	\$4,464,896

18. What is the estimated expenditure/budget for this proposal?

RESPONSE: No estimated expenditure/budget for the proposal will be provided at this time. Please refer to question 17 above for historical spend values.

19. Can you explain in more detail the statement “supporting a large-scale Summer Youth program”?

RESPONSE: Temporary staffing and payroll services will be required for youth participating in summer internship opportunities. Support may include but is not limited to travelling to group session to complete new hire paperwork.

20. Who is the current contract holder?

RESPONSE: This information is not relevant to the requested proposal.

21. Can you give examples of “Administrative Fees”?

RESPONSE: Administrative fees are necessary costs associated with the general operation of an organization that cannot be attributed to any one department, unit, project, or contract. Costs such as management/clerical compensation and facility cost may be allocated across departmental lines and reported under the general category of administrative expenses of the organization.

22. How many participants were processed thru this program last year?

RESPONSE: For the time period of July 1, 2017 – June 30, 2018, 617 individuals were processed for a total of 206,813 hours.

23. What are the pay rates for the current internship positions?

RESPONSE:

- Positions are paid at the prevailing wage as established by the host site. Wages will not be less than Florida’s minimum wage.
- Summer Youth participants are currently paid a flat rate determined annually.

24. Are any positions prevailing wage, and if so, what are those wages?

RESPONSE:

- All positions are paid at the prevailing wage. CareerSource Central Florida defines the prevailing wage as the employer established wage for the equivalent position within their company.
- Summer Youth participants are currently paid a flat rate determined annually.

25. Where are the prevailing wages published?

RESPONSE:

- Prevailing wages are not published as they are set by the individual host site.

26. Would there [be] any placements for kids under the age of 18?

RESPONSE: The Youth program provides internship opportunities for individuals age 16 to 24. All other program participants are age 18 or over.

27. Would the winning bidder be responsible to pay into the WC insurance or the State of Florida?

RESPONSE: Florida law requires the Florida Department of Economic Opportunity (DEO) to provide workers' compensation for adults and youth participating in work experience programs.