

Addendum No. 3
FORMAL SOLICITATION
REQUEST FOR PROPOSAL
(Solicitation #5165)
Agency Temporary Services

Addendum Issued on Monday, December 30, 2019

This Addendum lists questions received and SHA's responses (see Item 1 below) and extends the Submittal Deadline date (See Item 2 below).

Item 1. The following is a list of questions received and SHA's responses to those questions.

Question 1. What are the top 3 challenges you face while hiring a contingent workforce?

Response: *1) A quick turnaround time from our request to when we receive resumes for review, 2) placing a temp in our assignment with the desired skill set, and 3) bill rate costs.*

Question 2. How many requisitions do you open up to staffing agencies annually?

Response: *An average of 30 temporary assignments per year.*

Question 3. How long do assignments typically last?

Response: *The 6 to 8 weeks duration is fairly common and we've had several in the 3-4 months range.*

Question 4. How many vendors do you anticipate selecting during the RFP?

Response: *It's dependent on the proposals we receive. If one vendor only specializes in one area, we may need to select multiple vendors in order to fill our temporary staffing needs across different job classifications.*

Question 5. Is conversion to full time hire part of your staffing strategy?

Response: *Generally, no. However, we do find that after temporary staff have worked at our agency for a while, many will apply for a regular position because they support our mission and like our work environment.*

Question 6. For the resumes for key personnel, would you like full resumes or is a bio sufficient?

Response: *A bio would be sufficient provided their staffing experience is highlighted.*

Question 7. What is the budget amount?

Response: *The contract could extend up to 5 years and will not exceed \$500,000.00.*

Question 8. Do out-of-state WMBE businesses get counted under SHA's WMBE Inclusion plan?

Response: *SHA will count out-of-state WMBE vendors. In order for the vendor to be counted toward the WMBE Inclusion Plan, SHA will need state certification or the WMBE self-certification form submitted with the proposal for each of the proposed WMBE vendors.*

Item 2. SHA is extending the date and time of the Submittal Deadline. The delivery information remains the same.

The following schedule is made part of this solicitation:

Submittal Deadline Date:
Tuesday, January 14, 2020 by 1:00 PM

END OF ADDENDUM No. 3