



November 27, 2024

ADDENDUM III

PURCHASE OF TEMPORARY EMPLOYMENT SERVICES RFP-2025-0072

I. In response to questions received:

A. **Question:** How many positions were used in the previous contract (approximate)?

Response: Last fiscal year approximately 75 positions were filled by temporary employees.

B. **Question:** Can we provide hourly rate ranges in the price proposal?

Response: Yes, hourly bill rate ranges are acceptable.

C. **Question:** Is it entirely onsite work or can it be done remotely to some extent? Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

Response: Temporary employee work is to be performed onsite.

D. **Question:** Are there any mandated Paid Time Off, Vacation, etc.?

Response: Temporary agency employees are paid hourly, and not mandated paid time off.

E. **Question:** Will the awarded vendor take over any payrolling of incumbent candidates?

Response: Awarded vendors will not take over payrolling of incumbent candidates.



- F. **Question:** Please provide the list of all the certifications/Licensure which is necessary to attach in the proposal.

Response: Certifications/Licensures are determined by the role being requested. For example, an IT role may require specific certification, such as A+, Network+, CompTIA, versus a College Health Coordinator would require a current RN License.

- G. **Question:** For Job Classifications #6 for Administrators - can you be more specific around types of temporary workers are needed for those roles?

Response: Job Classification 6) includes Vice President, Associate Vice Chancellor, Dean, Director, and Management level positions.

- H. **Question:** For Section 3 Proposal Pricing - "Offeror should include a copy of firm's price listing...". Can you clarify what price listing means? Is the offer to include a "pay rate" or "bill rate" range for each of the positions listed?

Response: In Section 3, on page 24 of the RFP solicitation,

"Offeror should include a copy of firm's price listing for all available service options with Offeror's proposal."

Is hereby replaced with,

"Offeror should include a copy of firm's price listing, including hourly bill rates, for all available service options with Offeror's proposal."

and,

"The Offeror's must propose a mark-up percentage in the MARK-UP (%) column. Offerors need not propose a MARK-UP (%) for all JOB CLASSIFICATIONS to be considered for award."

- I. **Question:** Statement of Work, letter b, states that offeror need not propose temporary employment services for all positions listed. But then the Section 3 Proposal Pricing states that "A blank or anything other than the format requested in the space below will be considered a "no bid". What is acceptable to input in the pricing box for the positions we are not bidding on?

Response: As per Addendum II, response to Question T,

"Offerors do not have to submit a proposal for all categories listed in Section 1.B.1. Job Classifications on pages 11-12 of the RFP solicitation.



And, as per Section 3, Proposal Pricing Schedule on page 24 of the RFP solicitation,

“Offerors need not propose a MARK-UP (%) for all JOB CLASSIFICATIONS to be considered for award.”

- J. **Question:** For 1a - Purchase Price - what details are required for the "detailed explanation" stated in that request?

Response: See Response to Question “H”. above.

- K. **Question:** Which specific positions or categories of employees necessitate a Texas State background check, finger printing, or both?

Response: All positions require a background check. Positions to include fingerprinting would include childcare, and public safety positions.

- L. **Question:** Are there particular criteria or offenses within the background check results that would disqualify a candidate?

Response: The Alamo Colleges District shall not employ a person, contract with an independent contractor/contractor’s employee, or enlist a volunteer who has been convicted (to include probated sentences and deferred adjudication) of a felony or misdemeanor involving any type of sexual contact with a child or abuse of a child that includes, but is not limited to, indecency with a child, injury to a child, or endangerment of a child. The Alamo Colleges District reserves the right to refuse to employ a person, contract with an independent contractor/contractor’s employee, or enlist a volunteer who has been convicted (to include probated sentences and deferred adjudication) of a felony, or of a misdemeanor involving (1) theft, burglary, or robbery as defined in the Texas Penal Code, (2) the use or possession of an unlawful weapon or firearm, or (3) any other serious offense as determined by the College District. Potential independent contractors shall disclose such convictions to the Alamo Colleges District before entering into a relationship with the Alamo Colleges District. Failure to disclose this information shall be grounds for denial or termination of the relationship.

- M. **Question:** What is the exact process for submitting the results of these background checks and fingerprinting to the Alamo Colleges District’s Human Resource and Organizational Development personnel?

Response: The Alamo Colleges District entrusts our Business Partners to ensure their candidates for employment have cleared the specific requirements to be placed on assignment with Alamo Colleges District.



- N. **Question:** Aside from the Texas State background check and FBI fingerprinting, are there any additional screenings or verifications required for temporary agency employees?

Response: Drug Screening is required for all temporary employees.

- O. **Question:** Can you provide the average length of assignment for temporary employees?

Response: Assignments are determined by the need of the college campus and department. Assignments can vary between 3-6 months, or 9-12 months.

- P. **Question:** How often are temporary employees converted to full-time? At what point are temporary employees typically converted?

Response: These services are used to fulfill a temporary need for a specific department. Temporary services are not used to fill full-time employment vacancies.

- Q. **Question:** Regarding employment screenings, can you clarify whether the drug test should include alcohol?

Response: The drug screening does not include alcohol.

- R. **Question:** How will job orders be distributed amongst the awarded vendors?

Response: Job orders are sent to awarded vendors who then submit resumes of potential candidates to Alamo Colleges District. The hiring department will interview candidates based on resumes submitted and select the best qualified candidate to fill the position.

- S. **Question:** Could you describe any service improvements that Alamo Colleges has identified?

Response: Alamo Colleges has not identified any service improvements for this RFP solicitation.

- T. **Question:** Drug Screening Services: Item B. Perform background and drug screening services on temporary employee(s), if there is a 30-day or more break in the temporary employee's assignment or as State law requires. Forward copies of temporary employee's background and drug screening to the designated Alamo Colleges District - Human Resource and Organizational Development personnel.



[Will] Alamo Colleges District be paying for these drug screenings and coordinating testing location? Reimbursing the Offeror's for the drug screening and paying for the substitutes time? Is the Offeror permitted to include a deviation/discrepancy page in their bid proposal submission?

Response: The agency should wait to screen employees until an individual has been identified to fill a position with Alamo Colleges to complete a drug screening. The vendor will coordinate a drug screen and testing center. Alamo Colleges District will follow the guidelines currently in the MOU with this vendor. Alamo Colleges will not pay for the substitute's time to complete a drug screen.

- U. **Question:** P.26 Section 5 Certification of Non-Collusion requires both a signature and a seal, since we are a corporation. Because we will be submitting our response through the portal, can you confirm that you will accept a scanned copy of p. 26 Section 5 Certification of Non-Collusion?

Response: A scanned copy is allowed if submitted through the eSourcing portal.

- V. **Question:** Could you please share the previous spending on this contract, if any?

Response: The annual spend for FY24 was approximately \$575,000.

- W. **Question:** Are there any specific challenges, pain points, or issues currently being faced with the existing vendors?

Response: No, there are no specific challenges or issues with our current contracted vendors.

- II. Please acknowledge receipt of this Addendum III, with your proposal.

REMINDER:

The deadline to submit a proposal for this project is 2:00 p.m. C.S.T., December 5, 2024.

