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25 June 07
Addendum #6

RFP # 7004702

Title: Temporary Professional Services for the State of Rhode Island

Submission Deadline: 2 July 07 @ 2:00 PM (Eastern Daylight Time)

- Thirty – four questions / responses are posted for review.
- The opportunity to ask questions regarding this solicitation expired on 13 June 07 at Noon. Accordingly, no additional questions will be entertained.

A handwritten signature in black ink, appearing to read "Jerome D. Moynihan".

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Questions concerning the RFP
for
Temporary Services Personnel for the State,
RFP # 7004702

Questions asked prior to Pre-Bid Conference

- 1) How many positions will actually be recruited for, by percentage, and how many will be just considered payrolled?

Approximately 280 positions may be transferred (if a company is successful in bidding for the entire package) None of these positions will need to be recruited as they will be transitioned from the "old company" to the "new company". As individuals leave these classes, the NEW VENDOR will be responsible for the advertising, recruitment, and selection of the replacement employees. (Any NEW classes that are added would also need to be filled in this manner.) However, there is no obligation to transition any individuals to a selected vendor as these are not employees of the state and companies may simply be added to a Master price Agreement (MPA) to be used to fill future needs. In addition, the State is reviewing each and every position which may result in fewer contract workers that will be needed.

It is important to note that these individuals are employees of the new company and "not just payrolled". The vendor is responsible for paying Social Security Taxes (FICA), Workers' Compensation, Unemployment Insurance, etc. for these individuals. (The vendor(s) selected are not and should not "just be a payroll company".

- 2) Will there be any provision for increases during the three-year contract life? i.e., cost of living adjustments or CPI adjustments?

There have been NO Salary increases for these classifications since they were created. Individuals could have changed positions due to different/increased responsibilities; however all of the Job Titles have the same rate of pay as they did when they were first created.

The State has NO PLANS for providing for a salary adjustment as these are Contracting Services positions.

The State, however, does reserve the right to update any Salary at any time in accordance with the provisions of the RFP. Also, the State may make a Salary adjustment if there is a problem with recruitment and retention to a specific class.

- 3) Could you lend some clarification to the Purchase Order monitoring requirement? (Section 2 Subsection B-3A, last bullet)

The departments fund the various classifications at the beginning of the fiscal year based upon expected usage of the classification. However, the agency may have a need to continue using this classification for more hours than originally budgeted. The State wants the VENDOR to notify the State when the monies in this account are coming close to being completely depleted so that the agency can request additional funds (which request may or not be granted by the Budget Office.) This process will ensure that an individual is not working in a position that is NOT funded.

- 4) Will this contract continue to be paid in the manner as described in the offer? (Section 2 Subsection C)

It is the State's intent to continue to pay for these Contract Services in the manner in which it is currently being used. However, if more than one (1) vendor is successful in obtaining parts of the contract, then those payments may have to be processed on different days. (Accounts & Controls could provide further information concerning this topic. As previously stated, there may be fewer individuals due to the State's current review of the process.)

- 5) Would you provide some clarification on the Insurance Performance Bond needed for 25 % of the annual contract value? (Section 3 Subsection E)

The Insurance Performance Bond has been changed in an amendment to \$500,000.

- 5a) We presently have a bond as a requirement of our RI licensing in effect to cover any payroll tax liability. Would this be in place to cover that liability and if so, at what value, given the fact that the tax portion is approximately 14%?

No, the performance bond is in place to cover a situation where a vendor becomes insolvent.

- 6) Under Section 3 Standards & Specifications subsection G. Statement of Employment, does this provision require the Vendor to carry Errors and Omissions Insurance?

Individuals who due to education, certification and/or experience are considered professionals must carry errors and omissions insurance. This may be a policy in the name of the employer with coverage extending to their professionals (eg. physical therapist working for PT vendor) or an errors and omissions policy in the name of the individual (eg. Medical Malpractice for a physician). If the entity is the named insured as it relates to health care practitioners then compliance with HIPAA regulations as a business associate must also be shown.

- 7) How many of the current employees have health care benefits or 401k provided to them and at what cost to the vendor?

The State is not sure how many individuals have these benefits and the associated costs as these are employees of the current provider.

- 8) Can a Vendor submit a bid for the entire contract and submit a separate bid for only a portion of the contract?

If the vendor has expertise in a specific area that they believe they can meet the requirements of the RFP, then they should bid on that category. Please note that the vendor must bid on the entire category, not only a few positions within the category. If they also have expertise in the other areas, then they could also bid on any/all of those entire categories. The Technical response needs to address these matters individually as the BID/Cost Proposals will only be opened after a vendor can show that they meet the Technical Requirements of the categories of the RFP that they wish to obtain. Additionally, the vendor may present options to the state and bid on individual categories or multiple categories in a separate cost proposal. Again, the vendor should make sure to clearly state the categories or combination of categories in which they are proposing in the Executive Summary. Further please clearly explain cost proposal or proposals.

- 9) For the continuity of benefits for the existing temp employees, should we require a "no waiting" or a specified "reduced" (30 day) waiting period for the optional benefit coverage ?

We are requiring that vendors have a 401K and Health Insurance, but that is it. The plan specifics are entirely up to the vendor as these are vendor employees. Points will not be awarded for the specifics of the plans. It should be noted that a multiple award is a possibility under this Master Price Agreement and this could lead to a choice for individuals. Therefore, a "reduced" period to qualify for benefits may impact the individuals decision.

10)

A Bond requirement is listed at Page One of subject referenced RFP. How much is this as it is not listed within the 25 page RFP?

The Performance Bond has been changed in an amendment to \$500,000.

- 11) When we submitted previous proposals to the Department of Purchasing we were told "Foreign Corporations" needed to be in the State for two years prior to submitting a bid and directed to the State Department of Revenue, for them to respond to the Bond question?

According to RIGL 7-1.2-106, "foreign corporation" means a corporation for profit organized under laws other than the laws of this state for a purpose or purposes for which a corporation may be organized under this chapter. There is no two-year requirement before submitting a bid. If a "foreign corporation" is selected to provide service, the firm must register with the Rhode Island Secretary of State. As noted on page three of the solicitation, you may the Corporations Division @ 401 222-3040 for further information on the Certificate of Authority.

- 12) If the Revenue Office Bond responsibility still holds true, please provide me with the phone number, email address and name of the contact point at State Revenue responsible for responding to Bond questions/issues?

Section 33 of the State's General Conditions of Purchase address performance bonds

- 13) Where can I find the State's General Conditions of Purchase / General Terms & Conditions?

At the website www.purchasing.ri.gov.

Click on General Information (left column)

Click on Rules & Regulations

Click on Appendix A - General Terms & Conditions

Look for Section 33

Questions received by email after Pre-Bid Conference

- 14) On Page 10 Section K Quality Assurance- Could you please explain exactly what is required by RI?

The state is interested in whether the vendor has a program to monitor its performance and performance of the employees. Quality assurance, for example, may involve benchmarking, satisfaction surveys and other means of tracking performance.

- 15) Will the agency and/or agencies awarded the Healthcare staffing contract be required to follow all the RI Department of Health regulations for a Nursing Staffing Agency in RI ?

Yes. Pursuant to the RFP, any vendor that receives an award must have all of the appropriate licensing as required by any governmental entity.

- 16) Can we pick and choose which titles we can help with or is it just a blanket. For example we do medical staffing but I know we can help out with say a receptionist in the clerical field. How would that work?

(See Question #8)

Questions received during Pre-Bid Conference

- 17) Will the State pay the vendor's legal bills for Arbitration?
While the vendor is responsible for its own legal bills, arbitration as referenced in this question by a protestor involves a dispute between the state, its employees and their representative unions.
- 18) How many vendors awarded?
No set target and will depend on the proposals received.
- 19) How often do pay rates change?
(see Question #2)
- 20) MBE Certification?
If there are questions regarding MBE certification, please visit <http://www.mbe.ri.gov/> or contact the State's MBE office.
- 21) Is there an existing Contract Performance Bond?
No
- 22) If Smart Staffing loses the contract, how long would the new employees stay with the new vendor? How long do transitioned employees stay with the new firm?
Undetermined. No set period of time and this is outside the control of the state.
- 23) If time sheets aren't accepted by State, how is this dispute resolved?
The State and the vendor will communicate to resolve issues. Adjustments often occur in the next pay period.
- 24) Turnover rates for each category?
The state does not have that specific information. However, there were approximately seventy (70) positions that had to be filled within the last nine month period. These are NOT additional positions in all cases, but rather replacements to positions that were previously filled by another individual.
- 25) Vendor responsibility for advertising, recruiting?
State would select from recommended individuals sent by the vendor.
- 26) Would there be any overlapping because a vendor is on MPA157?
NO, there should be no overlap. State agencies are told to use individuals from MPA 157 to fill positions that are clerical/administrative. The only time that this MPA would be used is for a class that does not exist on MPA 157. Agencies would have discretion on whether the position on MPA 157 is appropriate to fill a need.
- 27) Should the EXCEL spreadsheet that was part of the RFP be part of the vendor's proposal?
Yes. The vendor should include clearly which segments of the proposal that they would like to address in the Executive Summary of the Technical part of their proposal. Additionally, the spreadsheet should be included with the percentages clearly stated as part of the cost proposal.
- 28) Can a vendor choose part of a category to bid on?
No. A vendor must choose one entire category or more to submit with their proposals.

- 29) Are there job descriptions for existing jobs? Will they be made available?
YES. There are descriptions for each of the classifications presented in the RFP. These descriptions will be made available on the Division of Purchases web site.
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- 30) Benefits. Is there a requirement to MATCH what the current vendor is providing?
NO. This is not prescribed and will not be part of the review process. The State only wants to ensure that the vendor(s) selected will be able to provide a Health Care and 401K program for those individuals that are deemed qualified for those benefits.
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- 31) Can we find out what benefits currently are in place?

The State is not aware of the specific benefits provided through the current vendor. However, the current vendor appears to offer a 401K and Health Care plan (see question #30), and the State is requiring these two options be available.
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- 32) Quality Assurance.. What is expected of the vendor? Is there a Quality process in place now?
(See Question #14)
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- 33) Would each vendor provide a web based ordering system if multiple awards are given (pg 8--Ordering)?

If multiple vendors are selected, please assume that each vendor would provide a web based requisition system
- 34)

Can you please tell me who will perform the services currently performed by Smart Staffing in the interim period between when their current agreement ends and the new contract begins? According to the pre-bid conference yesterday, the current agreement ends June 30th, but ht e new bids aren't due until July 2. What happens in between?

Until the time of an award, the status quo will remain. In this case, because of the unforeseen circumstances and the resulting lack of resources, the procurement was pushed back. Our goal is to have a decision on this procurement within the next month.
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