



ADDENDUM NO. 1

RFP#3-2016/2017 Temporary Services

Addendum for RFP#3-2016/2017 Temporary Services is amended in the following particulars and in these particulars only. All provisions of the original documents shall remain in force, except as specifically modified or changed herein or by other Addenda issued by GCSC. This Addendum is hereby made part of the Contract Documents of the RFP.

RESPONSE TO WRITTEN QUESTIONS RECEIVED:

Question #1: Will the college provide job titles and job descriptions for positions that will be procured under this RFP?

- ❖ **Response: As a temporary support position is requested, the college will provide a position description, work hours, hourly rate and appropriate dress code information**

Question #2: Why is the college not using the current State of Florida Temporary Services Contract – 3141800-14-ACS for staffing?

- ❖ **Response: RFP#3-2016/2017 is designed to meet the terms and conditions the college requires.**

Question #3: Can you provide the name of current vendor and expenditures?

- ❖ **Response: Current vendor is Snelling Staffing Services, 1420 Airport Road, Panama City, FL 32405.**
- ❖ **The college's fiscal year is July 1 to June 30 of each year.**
 - Fiscal year 14 (July 1, 2013- June 30, 2014) = \$171,224.23
 - Fiscal year 15 (July 1, 2014- June 30, 2015) = \$127,274.79
 - Fiscal year 16 (July 1, 2015- June 30, 2017) = \$97,542.80

Question #4: Can you share the historical level of efforts for these services?

- ❖ **Response: In question three of this addendum we provided the last three (3) years of expenditures to Snelling Staffing Services but services are only used as the college finds necessary. There is guarantee of need for temporary services on Gulf Coast State College campuses. This summary is in response to temporary hiring needs during those fiscal years.**

Question #5: Can you provide bill rate and pay rate for current contract?

- ❖ **Response: The intent of this proposal is for each proposer to offer Gulf Coast State College competitive rates for necessary services.**

Question #6: Is there any not to exceed budget limit for this contract?



- ❖ **Response: The not to exceed budget and agreed upon budget will be the percentage shown on each vendors proposal form. This proposal will be evaluated based upon the items listed in the Criteria on page 10 of RFP#3-2016/2017.**

Question #7: How many of the temporary and temp-to-hire positions filled over the last three (3) years?

- ❖ **Response: The College was able to identify approximately 90 candidates.**

Question #8: How long were the temporary and temp-to-hire candidates in their positions before rolling onto the college payroll?

- ❖ **Response: It varied over three-years, from immediate hire up to 520 hours on contract through Snelling Staffing Services.**

Question #9: When will the contract be award?

- ❖ **Response: Contract will be awarded according to the schedule shown on page 27 of RFP#3-2016/2017, after the District Board of Trustee (DBOT) approval.**

Question #10: What is the contract start date?

- ❖ **Response: A Notice of Award will be issued after DBOT approval and the three-year contract will expire from date of contract.**

Question #11: Are proposers required to propose one markup rate or can proposers provide a different markup based on the Workers Compensation codes?

- ❖ **Response: The markup percentage by each proposer must be all-inclusive to the college. The lump sum price should be the amount charged on top of temporary position times (x) proposer percentage. Worker Compensation, Insurance, Level 1 background and other required fees should be included in markup percentage.**

Question #12: Can proposers offer a range of rates and offer discounts for higher paying position?

- ❖ **Response: The College prefers one flat rate by position. The college has not utilized Snelling Staffing Services for a position paying higher than \$11.50 an hour, since our currently Director of Human Resources has been employed.**

Question #13: What is Gulf Coast Experience Modification Rate?

- ❖ **Response: The information that the college can provide can be found in Exhibit A.**

Question #14: Can we get a copy of Gulf Coast Loss Run History for the past three (3) years?

- ❖ **Response: The information that the college can provide can be found in Exhibit A.**



Question #15: Can Gulf Coast provides a current list of position staffed?

- ❖ **Response: We currently have a clerical support temporary and are in the process of securing four (4) custodial workers, and a support employee for Information Technology Services.**

Question #16: What challenges exist with current vendor?

- ❖ **Response: No challenges noted. The College is seeking to secure the most competitive rate with additional support and flexibility.**

February 16, 2017 at 4:00 PM is the last date and time vendor can submit final questions on this project. All vendors are responsible for receiving and reading Addendums on project. All Addendums will be posted at <http://www.gulfcoast.edu/administration-departments/procurement/solicitations-awards/index.html>.

Fred Brown, CPP, CPPM
Procurement Director

Signature

EXHIBIT A

