



ADDENDUM NO. 2

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: In Addendum#1it states that the college prefers one flat rate per position, but the Proposal Form only allows for one mark-up. Can the college advise?

- ❖ **Response: No matter what the position or the hourly rate the college wants to be charged a flat percentage rate on all temporary positions.**

Question #2: Does the college dictate the pay rates?

- ❖ **Response: Each pay rate per position is according to Gulf Coast State College pay schedule for those established positions.**

Question #3: What is the current mark-up?

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

Question #4: Will the college be transitioning current temporary employees if new vendor is chosen?

- ❖ **Response: No, current temporary employees will continue with current vendor.**

Question #5: What are the drug testing requirements 5 or 10 panel tests and who absorbs cost?

- ❖ **Response: If required, 10 panel test (post workers compensation incident, not pre-employment). Vendor would absorb cost.**

Question #6: Who absorbs the cost of the Level 2 background screen?

- ❖ **Response: Vendor will absorb cost.**

Question #7: Are there any performance guarantees that vendor must meet?

- ❖ **Response: No performance guarantees required. Expectation is that vendor will provide appropriate and qualified referrals.**

Question #8: Do the college have any M/WBE requirements or considerations?

- ❖ **Response: All proposals will be evaluated according to page 10 of RFP#3-2016/2017.**



Question #9: Why is the college going out to bid?

- ❖ **Response: The College is seeking to secure the most competitive rate with additional support and flexibility.**

Question #10: Can you provide sample job descriptions?

- ❖ **Response: Temporary support positions recently filled are Custodian, Groundkeeper, Testing Proctor, Information Technology Support Technician, and Clerical Assist. Please read attached Exhibit B.**

Question #11: Can the college break out spend on temporary labor by position?

- ❖ **Response: No.**

Question #12: What is the college payment method i.e. check, ACH or credit card?

- ❖ **Response: Vendor will invoice college and college will mail a paper check.**

Question #13: What are your payment terms?

- ❖ **Response: Net 30 days from the date received but we typically do much better.**

Question #14: How many people have the college converted to full-time employees over the last year?

- ❖ **Response: We hired seven (7) employees in the last 12 months.**

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 B



Position Title: Groundskeeper
Reports To: Supervisor, Facilities Management
Department: Facilities Management
Location: Panama City Campus
Classification: Career Service, Grade 6
FLSA Status: Non-exempt

POSITION SUMMARY:

This job description is a general description of the essential job functions. It is not intended as an employment contract, nor is it intended to describe all the duties someone in this position may perform. All employees of Gulf Coast State College are expected to perform duties as assigned by Gulf Coast State College supervisory/management personnel, regardless of job title or routine job duties. This position is sensitive and will require a criminal background check.

The primary function of this position is to perform semiskilled duties in the maintenance of college grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Uses various hand equipment and power equipment to perform grounds keeping duties
- Assists in installation and repair of irrigation systems
- Mows lawn, edges along curbs, sidewalks and streets
- Performs minor repairs on equipment
- Picks up trash and empties trash cans on campus
- Plants and trims bushes, hedges and trees
- Services power equipment as needed and directed
- Applies fungicides, herbicides insecticides and other chemicals under appropriate supervision
- Removes weeds and other foreign growth from bushes, hedges and plant beds
- Rakes leaves and picks up other debris when necessary.
- Performs all other duties as assigned.

OTHER DUTIES:

- Performs related work as required

MINIMUM QUALIFICATIONS:

- High school diploma or equivalency required.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The ability to be flexible in scheduling work hours including coverage demands due to training periods and equipment problems is required. The ability to work

flexible hours and regular attendance at work are essential functions of this position. The ability to travel locally and out of town on college related business may be required.

SUPERVISORY RESPONSIBILITIES:

- None

CERTIFICATES, LICENSES, ETC:

- Should possess or be able to acquire limited pesticide operator license

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee may be required to work outdoors in all seasons. The noise level in some environments is moderate to high. While performing duties the employee may experience marked changes in temperature and humidity or extremes thereof and exposure to dust, fumes, and chemicals (fertilizers/herbicides/pesticides, gasoline, commercial cleaners, solvents/lubricants).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, talk, and hear. The employee is frequently required to use hands to finger, handle, and feel. The employee is regularly required to walk and reach with hands and arms. The employee may be required to lift and/or move up to 40 pounds and climb/balance, stoop, kneel, crouch, and crawl. The vision requirements include close vision, distance vision, and ability to adjust focus as well as ability to determine the color of objects.

I have read and understand the above Position Summary, Essential Duties and Responsibilities, and Qualifications for this position.

Print Employee Name

Employee Signature and Date

Print Supervisor Name

Supervisor Signature and Date



Position Title: Information Technology Services Technician
Reports To: Assistant Manager of Media Services
Department: Information Technology Services
Location: Panama City Campus
Classification: Temporary – Part Time
FLSA Status: Non-Exempt

POSITION SUMMARY:

This job description is a general description of the essential job functions. It is not intended as an employment contract, nor is it intended to describe all the duties someone in this position may perform. All employees of Gulf Coast State College are expected to perform duties as assigned by Gulf Coast State College supervisory/management personnel, regardless of job title or routine job duties. This position is sensitive and requires successful completion of a criminal background check.

The primary functions of this position are to support the operations of all areas of computer and multi-media needs for the college. Duties include but are not limited to moving, installing, cleaning, and inventorying equipment in smart classrooms and computer labs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support video Conferencing classroom connections.
- Maintenance of Smart classroom equipment.
- Setup and support special events.
- Organize and maintain inventory system for ITS equipment.
- Locate, Identify, Label equipment
- Update Spreadsheets and database with equipment location and tag numbers
- Move, install, and assemble computers, monitors, multi-media players and peripherals such as printers, scanners and related hardware.
- AV / Computer equipment maintenance
 - Clean filters for projectors
 - Clean screens for flat panels
 - Dust and clean smart station desk and equipment
- Update and organize layout of storage areas
- Develop room diagrams for smart station equipment and wiring connections on paper and in Visio software

OTHER DUTIES:

As assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The ability to be flexible in scheduling work hours including coverage demands

due to training periods and equipment problems is required. The ability to work flexible hours and regular attendance at work are essential functions of this position. The ability to travel locally and out of town on college related business and training is required. Must be customer friendly and service oriented.

High school diploma or acceptable equivalency and one year of experience in media services or computer services or a comparable amount of training or experience in a related field

SUPERVISORY RESPONSIBILITIES:

Non-Applicable.

CERTIFICATES, LICENSES, ETC:

None

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. The ability to travel locally and out of town on college related business and training is required. The ability to work outside in inclement weather. Employee must be able to work flexible work schedule for activities that may occur after normal working hours or on weekends.

The work environment may involve exposure to dust and inclement weather. Most work will be performed inside a building. The employee will move about the college campus to all buildings to accomplish various tasks. Work situations may require maneuvering in small spaces.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, talk, and hear. The employee will spend extended periods of time in front of a computer monitor. The employee will do data entry using a computer keyboard and mouse. The employee is frequently required to use hands to finger, handle, and feel. The employee is regularly required to walk and reach with hands and arms. The vision requirements include close vision, distance vision, and ability to adjust focus as well as ability to determine the color of objects.

This position requires involvement in equipment installation and setup activities. Must have acceptable eyesight and hearing with correction. Be able to handle small hand tools to perform certain tasks. Must be able to lift heavy loads (60 pounds and over). Must be able to climb, reach, walk, bend, stoop, kneel, and stand for long periods. Be able to work both inside and outside in various weather conditions. Must be able to move equipment between work sites on campus.

I have read and understand the above Position Summary, Essential Duties and Responsibilities, and Qualifications for this position.

Print Employee Name

Employee Signature and Date

Print Supervisor Name

Supervisor Signature and Date



Position Title: Network Support Technician
Reports To: Assistant Manager of Technical Support
Department: Information Technology Services
Location: Panama City Campus
Classification: IT Career Service – ITC01
FLSA Status: Non-Exempt

POSITION SUMMARY:

This job description is a general description of the essential job functions. It is not intended as an employment contract, nor is it intended to describe all the duties someone in this position may perform. All employees of Gulf Coast State College are expected to perform duties as assigned by Gulf Coast State College supervisory/management personnel, regardless of job title or routine job duties. This position is sensitive and will require a criminal background check.

The primary functions of this position are to provide help desk support via telephone, email, and in-person communication to all users, student, faculty, and staff, for all aspects of all campus network operations including telephone, wireless, mainframe, course management system, main network, web, and email. Assist in the role of system administrator for all campus networks and work with other system administrators to ensure maximum efficiency and security of all network resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide help desk support by responding to questions from callers and walk-ins; remotely assist students, staff, and faculty with technology problems in offices, classrooms, and remote sites. Work with IT Services staff to develop, test, and implement solutions to computer and network issues.
- Creates, edits, and removes user accounts for network, email, and wireless access. Assists users to resolve logon problems including resetting or rebuilding network and email accounts.
- Provide help desk support to faculty and students for network, wireless, email, lighthouse, and learning management system by tier 1 troubleshooting and resetting passwords.
- Tracks all calls for network, wireless, email, lighthouse, and learning management system through work order generation, repair completion, repair documentation, and work order closeout of requests.
- Maintains server and network security through conscientious application of user rights and permissions throughout all campus locations.
- Updates and maintains documentation for Technical Support desk processes.
- Updates and maintains active directory information for staff and student domains. Create and modify group policies. Assign rights and permissions to users and groups.

OTHER DUTIES:

As assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The ability to be flexible in scheduling work hours, including coverage demands due to training periods and equipment problems, is required and regular attendance at work are essential functions of this position. The ability to travel locally and out of town on college related business and training is required. The employee must be able to speak clearly and be easily understood. The employee must be able to communicate clearly through both written and oral communication. The employee must be capable of critical thinking and problem solving.

Associate's degree with emphasis in an information technology related field or a high school diploma/GED with two years of relevant experience.

Advanced degrees may be substituted for experience. Also relevant experience or special certifications may be substituted for degree.

SUPERVISORY RESPONSIBILITIES:

Non-Applicable.

CERTIFICATES, LICENSES, ETC:

None

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. The ability to travel locally and out of town on college related business and training is required. The noise level in the environment is moderate.

The Network Support technician primary work environment is an indoor cubicle office space. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. The ability to travel locally and out of town on college related business and training is required. The ability to work in dusty environments. The ability to work outside in inclement weather.

PHYSICAL DEMANDS:

The employee spends extended periods of time on the telephone. The employee will spend extended periods of time in front of a computer monitor. The employee will do data entry using a computer keyboard and mouse.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, talk, and hear. The employee is frequently required to use hands to finger, handle, and feel. The employee is regularly required to walk and reach with hands and arms. The employee

may be required to lift and/or move up to (60 pounds) and climb/balance, stoop, kneel, crouch, and crawl. The vision requirements include close vision, distance vision, and ability to adjust focus as well as ability to determine the color of objects.

I have read and understand the above Position Summary, Essential Duties and Responsibilities, and Qualifications for this position.

Print Employee Name

Employee Signature and Date

Print Supervisor Name

Supervisor Signature and Date



Position Title: Testing Assistant
Reports To: Assistant Coordinator, Testing
Department: Student Affairs, Testing
Location: Panama City Campus
Classification: Career Service, Grade 9
FLSA Status: Non Exempt

POSITION SUMMARY:

This job description is a general description of the essential job functions. It is not intended as an employment contract, nor is it intended to describe all the duties someone in this position may perform. All employees of Gulf Coast State College are expected to perform duties as assigned by Gulf Coast State College supervisory/management personnel, regardless of job title or routine job duties. This position is sensitive and will require a criminal background check.

The primary function of this position is to administer all forms of tests that may be required by students at Gulf Coast State College or other partnering institutions and/or community members. The person in this position will also serve as a liaison between the faculty and the students to accomplish this purpose.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Proctor all types of tests, including, but no limited to: PERT/CPT, CLEP, Pearson Vue, Florida Teacher certification, TABE, HESI, Surgical tech exit e-Learning, FSU and DSS tests.
- Enter scores and maintain files in BANNER
- Maintain security and confidential testing materials
- Proficiency with computer programs especially Microsoft and common business machines
- Proctor off campus tests at the high schools
- Handle large volumes of work with deadlines
- Maintain accurate test logs and various document tracking
- Provide assistance to students, staff and faculty

OTHER DUTIES:

As Assigned

MINIMUM QUALIFICATIONS:

High school diploma/GED with experience working with students required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Showing a positive and supportive manner to all students and staff is required.

Possessing excellent customer service and interpersonal communications skills are vital. The ability to work flexible hours and regular attendance at work are essential functions of this position. The ability to travel locally and out of town on college related business may be required.

SUPERVISORY RESPONSIBILITIES: N/A

CERTIFICATES, LICENSES, ETC: N/A

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. The noise level in the environment is moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, talk, and hear. The employee is frequently required to use hands to finger, handle, and feel. The employee is regularly required to walk and reach with hands and arms. The employee may be required to lift and/or move up to 20 pounds and climb/balance, stoop, kneel, crouch, and crawl. The vision requirements include close vision, distance vision, and ability to adjust focus as well as ability to determine the color of objects.

I have read and understand the above Position Summary, Essential Duties and Responsibilities, and Qualifications for this position.

Print Employee Name

Employee Signature and Date

Print Supervisor Name

Supervisor Signature and Date