

**Department of Procurement Services**

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ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE

ITN NUMBER: 2021-03TCSA OPENING DATE & TIME: January 27, 2022 @ 2:00 p.m.

ITN TITLE: Temporary Labor Services

ADDENDUM NUMBER: II ADDENDUM DATE: January 13, 2022

**Purpose of this addendum is to:**

* **Answer questions submitted during the Q/A period**

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND RETURN IT WITH YOUR OFFER. FAILURE TO SIGN AND RETURN WITH YOUR OFFER COULD RESULT IN REJECTION OF YOUR OFFER.

PROPOSERS SIGNATURE PRINT OR TYPE PROPOSER’S NAME

COMPANY NAME EMAIL ADDRESS

**Answers to Questions**

**ITN 2021-03TCSA**

**Temporary labor Services**

1. Does this ITN include healthcare staffing? If so, What types of positions?

***UCF Answer: There may be situations where the university will need the assistance with healthcare staffing, particularly in our student health services areas, for RNs. LPNs, CMA, phlebotomists.***

1. Is it acceptable to respond to this ITN to support only one or two specific categories?

***UCF Answer: Yes. This is an ITN where a pool of vendors for each category are awarded.***

1. What is the estimated budget for this ITN? If unknown, please specify previous spending.

***UCF Answer: There is no estimated budget for this ITN. Various university departments use this contract on an as needed basis so the spend will vary. The estimated spend for previous years are:***

***FY19: 1.17M***

***FY20: 909K***

***FY21:984K***

1. Please provide name of the current vendor providing the services with a copy of their proposal.

***UCF Answer: The list of incumbents for ITN1602 and a copy of their proposals are available on our website:*** [***https://procurement.ucf.edu/contracts/***](https://procurement.ucf.edu/contracts/)***.***

1. Kindly provide total number of temporary staffs on current assignment.

***UCF Answer: We do not have visibility of the total number of temporary staffs on assignment. The positions are identified and filled on an as needed basis from various university departments.***

1. What are the most frequently used job categories in the subject matter ITN?

***UCF Answer: This is an ITN where a pool of vendors for each category are awarded. We are looking to cover all job categories.***

1. What is the average length of the assignment?

***UCF Answer: Various university departments use this contract on an as needed basis so the length of the assignment will vary.***

1. Is there any preference for local vendor?

***UCF Answer: Although we would not be opposed to a non-local vendor, the university prefers candidates in the state of Florida, when at all possible. Local vendors will have a better pulse on our local employment market.***

1. Is it mandatory to utilize a sub-contractor?

***UCF Answer: No. The preference is to award the ITN to a pool of vendors who specialize in filling temp staffing positions by category.***

1. Kindly specify total number of FTE’s working and current $ value spent.

***UCF Answer: See Questions 4 & 5.***

1. Please provide list of sections to be answered in the technical proposal so to avoid compliance issues.

***UCF Answer: The Respondent’s response to this ITN shall be prepared in accordance with Section 3.0 “Required Offer Format.”***

1. Please provide list of forms/attachments to be provided with the proposal.

***UCF Answer: Please reference section 2.5 Written Addendum, Appendix I, Appendix II, and Appendix III.***

1. Do we have to submit certificate of insurance with the proposal?

***UCF Answer: The actual certificate is not required until after awards are made. Please reference section 2.20 Limitation of Remedies, Indemnification, and Insurance, item C, regarding proof of coverage.***

1. Do we have to submit business license with the proposal?

***UCF Answer: Licensed to do business in the State of Florida is required.***

1. Please provide specific format for references.

***UCF Answer: See Question 11.***

1. How much weightage is there in evaluation for a vendor providing educational references only?

***UCF Answer: we will evaluate each vendor based on their proposal, the degree to which it satisfies the requirements the proposal sections in 3.0 and quality of references and services provided.***

1. Do you have any document that states the kind of IT resources or job titles that the University intends to hire under this Staff augmentation Master Agreement?

***UCF Answer: No, we do have description of IT resources or job titles. The job description and specific scope of work requirements will be provided at the time the need is identified.***

1. What are the physical University of Central Florida locations where work is to be performed under this contract?

***UCF Answer: The physical locations will be at the discretion of the various university departments doing the hiring.***

1. Are all personnel/roles involved with this project required to be available for on-site work or are some roles, such as Information Technology roles, permitted to be remote?

***UCF Answer: See Question 18.***

1. If some personnel/roles are permitted to be remote, are you open to off-shore as well as US based remote work?

***UCF Answer: We may be interested in offshore work based on candidate experience.***

1. Please disclose the incumbent vendor names and, if possible, please share their proposals.

***UCF Answer: See Question 4.***

1. What service challenges are you experiencing with the current contract arrangement?

***UCF Answer: Currently, there are no challenges that we are aware of.***

1. What is the estimated budget for this contract? If unknown, please provide the previous spend.

***UCF Answer: See Question 3.***

1. What has been the percentage of Information Technology roles annually?

***UCF Answer: We currently do not have this information breakdown.***

1. What has been the percentage of Information Technology spend annually?

***UCF Answer: We currently do not have of this information breakdown.***

1. Are you seeking local vendors or are you equally open to awarding an out of state vendor?

***UCF Answer: See Question 8.***

1. Do you have a sample list of Information Technology roles you anticipate needing sourced through this contract?

***UCF Answer: See Question 17.***

1. Do you know what the scope of work would be for legal services?

***UCF Answer: No. The department will define the legal services needed when they go out for quotes.***

1. How many employees currently work under (or will be anticipated to work under) this contract?

***UCF Answer: See Question 5.***

1. Who are the present vendors?

***UCF Answer: See Question 4.***

1. How many vendors will be awarded as a result of this solicitation?

***UCF Answer: The number of awardees is not know yet.***

1. What are the current billable hourly rates?

***UCF Answer: This ITN is seeking for vendors’ capabilities and qualifications only and not billable hourly rates.***

1. How much was spent (dollar value) on this service last year?

***UCF Answer: See Question 3.***

1. Is there a Prevailing/Living wage requirement associated with this project?

***UCF Answer: No***

1. Are additional points awarded to firms who are or have Minority Business Enterprise (MBE) partners?

***UCF Answer: While the university supports the use of MWBEs and all small and diverse vendors, we do not have any specific requirements or considerations allotted.***

1. May we request a copy of the incumbent’s contract?

***UCF Answer: See Question 4***

1. May we request a copy of the incumbents previously submitted proposal?

***UCF Answer: See Question 4***

1. Would you be able to provide more clarity on what qualifies as support staff and administrative positions?

***UCF Answer:******These categories are meant to be generic. The specifics will be provided when service is needed.***

1. What are they measuring to choose the winner? Is it price? Past performance? Relationships with managers?

***UCF Answer: Please reference section 2.8 Evaluation Criteria and selection Process of the ITN.***

1. How many people are also competing on this?

***UCF Answer: This ITN was publicly solicitated. We do not know how many will participate at this time.***

1. Has a Supplier already been selected and is this a formality?

***UCF Answer: No***

1. In the statement of **objective,** it states "ITN does not seek hourly pricing from proposers" however on the **same page it also states** that the "initial offer should contain the best terms from a cost or price and technical standpoint." What cost or price is this referring to?

***UCF Answer: This ITN is not seeking for cost or price.***

1. Please advise on what cost or price needs to be included - is the hourly rate or an estimated cost or price for the entire duration/length of the contract?

***UCF Answer: Hourly rate is not requested for this ITN.***

1. The duration and length of the project for all these Categories remains the same or it varies?

***UCF Answer:******It varies.***

1. It states that the "initial offer should contain the best terms from a cost or price and technical standpoint. What is it referring to? Can you please elaborate.

***UCF Answer: See Question 42***

1. Does this solicitation require respondents to be able to fulfill positions in all categories listed or is it acceptable to respond to a specific category (i.e., Information Technology) listed in the ITN?

***UCF Answer: It is acceptable to respond to a specific category.***

1. Section 1.1, Paragraph 1 states “This ITN does not seek hourly pricing from proposers; however, each proposer must respond with their capabilities to meet the objectives of this ITN which includes reaching agreements on terms and conditions” and paragraph 1.2.D states “Therefore, the Respondent’s initial offer should contain the best terms from a cost or price and technical standpoint”. Could you please clarify the desired information you would like to have included in the proposal?

***UCF Answer: See Question 42***

1. Section 2.33 Subcontracts: It is stated that “The subcontractors and the amount of subcontract(s) shall be identified in the Respondent’s response to this ITN”. Since this ITN is for Temporary Labor Services, is it acceptable to simply state that subcontractors may be used in the fulfillment of the specific position(s) that are being requested? Since it is currently unknown about the various skills, position titles, etc. as well as the number of positions that may be acquired through this ITN, it is hard to identify the amount of subcontract(s) that may be used. Can you please provide guidance on what you would like to have included in the proposal to address this section?

***UCF Answer: Vendor's proposal should address the capabilities and qualifications of your firm as it relates to the requirements of the ITN. We do not require that you list potential subcontractors in your offer. Subcontractors may be used; however, the awarded vendor has full responsibility for completion of the services.***

1. For ITN 2021-03TCSA, do you have any idea the number of staffers you are looking for, for the Temporary information technology systems or database administrators, Temporary technician staffing needs, Temporary clerical or administrative assistance, Temporary financial staffing needs, and Temporary personnel services?

***UCF Answer:******We do not know the number of staffers needed. Temporary staff positions are identified and filled on an as needed basis from various departments.***

1. What are the historical volumes of spending annually in the program?

***UCF Answer: See Question 3.***

1. Is there any incumbent companies that currently provide these services to the agency? If yes who are they?

***UCF Answer: See Question 4.***

1. Is there any forecasted/approved budget for this opportunity?

***UCF Answer: No***

1. What is UCF’s anticipated total spend on Temporary Labor Services for 2021 and forecasted for 2022?

***UCF Answer: See Question 3.***

1. Based upon the skill sets highlighted in your ITN package of administrative, accounting, training, support staff, information technology, professionals, light industrial, technical, skilled trades and general maintenance, can you please share your Temporary Labor Services spend by skill classifications?

***UCF Answer:******We currently do not have this information breakdown.***

1. What is the average length of a UCF temporary request?  Are there any length limitations we should be aware of?

***UCF Answer: See Question 5.***

1. Understanding UCF is looking for a preferred supplier (multiple vendor award), can you please share the number of existing approved suppliers UCF has today?

***UCF Answer:******See Question 4.***

1. Under your current model, how is UCF evaluating each of the supplier’s performance?

***UCF Answer: We currently don’t have a supplier’s performance evaluation in place. The individual department are responsible for supervising, replacing, and removing the temporary staff members that they hire.***

1. Under your current model. How does UCF determine which supplier to seek Price Quote Request for individual requirements?

***UCF Answer: Please reference the Scope of Work (p.30) in the ITN that outlines UCF will issue Price Quote Requests via email and the number of quotes requested will depend upon the anticipated total amount of the required service.***

1. Although, UCF provided detailed ITN Evaluation of Responses criteria, when requesting Temporary Labor Services what are the 3 most important factors for the individual requesting department? (examples include:  price, response time, access to quality of talent, business relationship, etc.).

***UCF Answer: All factors noted are important. The department will select the candidate who offers the best value on a case by case basis.***

1. Upon vendor selection, whom within UCF will be responsible for vendor relations?  Procurement, HR, etc.

***UCF Answer: Please see section 2.32 of the ITN document. UFC's Liaison with the successful respondent(s) will be Renee Grigor (HR). Additionally, the Contract Administrator will be Trinh Nguyen (Procurement)***

1. How many max no. awards do you intend to give?

***UCF Answer: See Question 31.***

1. Can you please provide us with an estimated or NTE budget allocated for this contract?

***UCF Answer: See Question 3.***

1. What is the place of performance of the candidate?

***UCF Answer: See Question 18.***

1. Is Subcontracting allowed for this opportunity, if so, are there any specific participation goals to be met?

***UCF Answer: See Question 48. There are no specific participation goals.***

1. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name? Is the incumbent eligible to submit the proposal again?

***UCF Answer: The incumbents are eligible to submit their proposals again. Please reference question 4 for the names.***

1. Are there any pain points or issues with the current vendor(s)?

***UCF Answer: Currently there are no pain points or issues that we are aware of.***

1. Could you please share the previous spending on this contract, if any?

***UCF Answer:******See Question 3.***

1. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

***UCF Answer: No***

1. What is the total number of resources who are currently working on this project? Please let us know their position name and hourly rate?

***UCF Answer: See Question 5.***

1. Considering the current COVID-19 pandemic situation, if the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?

***UCF Answer: Yes***

1. Are hourly rate ranges acceptable for proposed personnel?

***UCF Answer: Yes***

1. 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?

***UCF Answer: See Question 18.***

1. Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

***UCF Answer: Resumes for candidates was not requested in the ITN.***

1. How many people are currently working onsite and offsite?

***UCF Answer: We currently do not have this information breakdown.***

1. Are there any mandated Paid Time Off, Vacation, etc.?

***UCF Answer: Since they are not UCF employees, we will not have mandates. We may, however, expect candidate to observe university closure dates.***

1. What is the annual contract spend?

***UCF Answer: It varies by supplier***

1. What is the annual spend or hours by WC code category or job title?

***UCF Answer: See Question 3***

1. What are the current rates?

***UCF Answer: The rates will vary by the specific job category, job descriptions, scope of work, etc.***

1. Who are the current vendors?

***UCF Answer: See Question 4***

1. Approximately how many vendors will be chosen to service this contract?

***UCF Answer: See Question 31.***

1. Are there direct hire opportunities?

***UCF Answer: Direct hires will be considered, but final decisions will be based on university need and direct hire fees.***

1. Is a local office required?

***UCF Answer: It is not required, but highly preferred.***

1. After responding to Price Quote Request (w/in 3-5 day requirement), how soon will selected vendor be notified?  How long will the chosen vendor for that order have to fill the position? How soon will qualified/accepted candidate start?

***UCF Answer: The individual department hiring will decide the above.***

1. After awarding a Price Quote Request to a vendor, will the other awarded vendors have access to the successful quote information so that they can adjust their pricing going forward?

***UCF Answer:* The individual price quotes will not be posted, however, UCF is a public institution and follows all public records laws.**

1. Will all business lines need to be supported?  For example, are we able to provide support for IT positions only?

***UCF Answer:******See Question 46***

1. Is there an MSP or VMS?

***UCF Answer: No***

1. Is there a set mark-up? Or maximum bill rate?

***UCF Answer: No***

1. Please provide spend by segment.

***UCF Answer: See Question 3.***

1. What is the length of the contract duration?

***UCF Answer: This is a 3 yrs contract with the option to renew for 5 additional years***

1. How many vendors does UCF intent to award?

***UCF Answer: See Question 31.***

1. Will we have the ability to add service offerings if we are awarded?

***UCF Answer: Only service offerings that are within the scope of this ITN will be included in the contract award***

1. If the Bidder has the required insurance coverage and is not “disagreeing” with the requirements, but its insurance carriers provide notice only to the policyholder, not additional insureds, and the Certificate of Insurance would not contain any notice language.  As an alternative, Bidder could agree to provide the requested 30 days’ advance notice in the event of any material change or cancellation of coverage.   As Section 2.20 is marked as non-negotiable, would this alternative notice be acceptable to UCF?

***UCF Answer:******Proof of insurance is required as outlined in the ITN.***

1. Can the University of Central Florida (UCF) provide total temporary labor spend for 2019, 2020, and 2021?

***UCF Answer: See Question 3.***

1. How many staffing firms does UCF hope to align through this ITN?

***UCF Answer: See Question 31.***

1. Can UCF provide job descriptions for the labor disciplines listed in Section 1.1 Statement of Objective?

***UCF Answer:******No, we do have job descriptions for the labor disciplines listed. These categories are meant to be generic. The specifics will be provided when service is needed.***

1. How many temporary workers commenced their assignment with UCF in 2021?

***UCF Answer: See Question 5***

1. Can UCF provide a headcount breakdown by job title for the temporary personnel that are currently on assignment?

***UCF Answer: We currently do not have this information breakdown.***

1. How many temporary staffing firms are currently used by UCF today?

**UCF Answer: See Question 4**

1. When UCF has a need for a temporary worker, is the requisition released to all the approved vendors at the same time?

***UCF Answer: No, please reference the Scope of Work in the ITN regarding quote requests from suppliers.***

1. Can UCF confirm that Appendix II Certificate of Non-Segregated Facilities, Appendix II Certificate of Non- Segregated Facilities Subpart – Contractor’s Agreements, and Appendix III Compliance and Certification of Good Standings are provided for informational purposes only and are not required to be signed and submitted with the bid response?

***UCF Answer: The above forms are required to be signed and submitted with the bid response.***

1. Will all temporary labor positions with UCF be on-site or will there be some positions that can be worked remotely?

***UCF Answer: See Question 18.***

1. Is this opportunity only for the recruiting and placement of temporary personnel with UCF or will there also be an opportunity to also provide payroll services?

***UCF Answer: This ITN is for temporary staff services with UCF.***

1. If an incumbent vendor does not have its agreement renewed, will UCF consider allowing the transition of the supplier’s temporary personnel to an approved supplier at a payroll services markup rate?

***UCF Answer: When new contracts are awarded through this solicitation process, the previous contracts will expire. We do not dictate where/how the new awardees will find temp staff to offer***

1. Are suppliers of temporary personnel allowed to speak with UCF Hiring Managers directly to gather additional insight into a new temporary position?

***UCF Answer: Yes***

1. Will there be an opportunity to provide direct placement services through this ITN?

***UCF Answer: That is not the intention of this ITN. If there is a desire to hire temporary placements direct hire will be considered.***

1. What percentage of temporary workers convert to full-time employees of UCF?

**UCF Answer: Unknown. Most conversions occur with UCF temporary employees.**

1. Can UCF provide any information on average length of assignment?

***UCF Answer: See Question 7.***

1. What challenges is UCF currently facing today with the current suppliers?

***UCF Answer: See Question 22.***

1. On this solicitation the resumes of people you want on section 3.2 is it for people assigned to work with UCF on requests or is it for specific job requirements UCF has.

***UCF Answer: We’re asking for qualifications/experience for employees that will be assigned to UCF account.***

1. If it is a multiple-award contract, how many awards will be made under this contract?

***UCF Answer: See Question 31.***

1. Will UCF be sending Price Quote Requests to all awardees?

***UCF Answer: No. Please reference the Scope of Work in the ITN regarding the quote requests to suppliers.***

1. Is this a new contract or renewal of an existing contract?

***UCF Answer: This ITN is a rebid for an existing contract.***

1. If there is an existing contract, could you please share the name of the Current Suppliers (who are currently providing services to the UCF?

***UCF Answer: See Question 4.***

1. How many awards were made in the past?

***UCF Answer: See Question 4.***

1. Could you please share the current Suppliers' pricing and Proposals?

***UCF Answer: No, pricing were provided in the proposals.***

1. When was the existing contract started, and what is the annual monetary spent value of the current contract since inception?

***UCF Answer: See Question 3.***

1. Please share the historical spend for the year 2020.

***UCF Answer: See Question 3.***

1. Can you please share the no. of positions served in previous years under this contract?

***UCF Answer: We currently do not have this information at this time. Various university departments use this contract on an as needed basis.***

1. Can you please share the amount of business each vendor did under this contract in previous years?

***UCF Answer: See Question 3.***

1. Which were the job titles most commonly filled under various labor categories such as administrative, accounting, training, support staff, information technology, professionals, light industrial, technical, skilled trades, and general maintenance in past?

***UCF Answer: We currently don’t have this detailed information.***

1. Can you please share the email id/details where we can raise the public record request for the old RFP?

***UCF Answer: Public records can be requested through*** [**gcounsel@ucf.edu**](mailto:gcounsel@ucf.edu)**.**

1. Can you share details from where we can get old RFP details?

***UCF Answer: See Question 121***

1. Can you share details from where we can see the records for the old contract?

***UCF Answer: See Question 4.***

1. What is the expected annual budget of this contract? Please share the rough estimate?

***UCF Answer: See Question 3.***

1. How many positions are expected to be filled under this contract?

***UCF Answer: We do not know how many positions are to be filled. Various university departments use this contract on an as needed basis.***

1. Which are the job titles to be most commonly filled under this contract?

***UCF Answer: See Question 6.***

1. What will be the minimum duration of work for any job position?

***UCF Answer: See Question 7.***

1. List a minimum of three accounts that have similar needs to UCF. University and/or College accounts would be a plus.

* Is it mandatory to provide references from University and/or College accounts?
* Will you consider references from other public sector clients?
* Will you consider references from commercial clients?
* Will you give preference to bidders who have references with University and/or College accounts as compared to bidders who have references with other public sector clients across the USA?

***UCF Answer:***

* Is it mandatory to provide references from University and/or College accounts? **No**
* Will you consider references from other public sector clients? **Yes**
* Will you consider references from commercial clients? **Yes**
* Will you give preference to bidders who have references with University and/or College accounts as compared to bidders who have references with other public sector clients across the USA? **Perhaps**