

AS OF APRIL 23, 2009 THE BELOW QUESTIONS WERE SUBMITTED REGARDING THE TEMPORARY STAFFING SERVICES IN RESPONSE TO HURRICANES AND OTHER DISASTERS RFP.

**LAST UPDATED 4/23/09
QUESTION & ANSWER**

**WORKFORCE ALLIANCE, INC.
REQUEST FOR PROPOSALS FOR
TEMPORARY STAFFING SERVICES
IN RESPONSE TO HURRICANES AND OTHER DISASTERS**

- 1. CAN A STAFFING COMPANY IN BUSINESS FOR OVER FIVE YEARS SUBMIT A PROPOSAL IF THEY HAVE DONE BUSINESS IN BROWARD AND PALM BEACH COUNTIES, BUT HAS DONE VERY LITTLE BUSINESS IN DADE? THE STAFFING COMPANY HAS THE CAPABILITIES OF DOING BUSINESS IN DADE COUNTY BUT HAS NOT DONE SO AS OF THIS DATE. THE STAFFING COMPANY HAS THE RESOURCES TO RECRUIT IN DADE, BUT HAS CONCENTRATED ITS EFFORTS THUS FAR IN PT. ST. LUCIE THRU BROWARD COUNTIES.**

Yes.

- 2. MUST THE STAFFING COMPANY HOLD A FIDELITY BOND INSURANCE POLICY?**

Yes. However, the fidelity bonding insurance is not required until Alliance selects a Proposer(s), sends the Proposer a notice of contract award and upon contract execution by the Proposer. The selected proposer(s) shall secure a policy of fidelity bonding insurance issued by an insurance company registered to do business in the State of Florida, which shall cover all of the Proposers employees handling RFP funds. The amount of coverage of such fidelity bond shall be equal to the highest monthly reimbursement expected to be received by Proposer. Invoices that exceed the bonding coverage shall not be honored for payment. Proposer shall notify its insurance carrier(s) of the carriers' responsibility to give written notice to Alliance 30 calendar days prior to the bond being canceled or reduced from the amounts stated on the bonding documents

- 3. DO THE TEMPORARY WORKERS HAVE TO HAVE BENEFITS OTHER THAN PAY?**

No.

4. WHAT IF THE TEMPORARY WORKERS DO NOT WANT BENEFITS OTHER THAN PAY?

The payment of wages only not including benefits is okay. The Proposer is the employer of record for the participant temporary worker.

5. PLEASE CLARIFY THE REQUIREMENTS FOR DRUG SCREENS AND BACKGROUND CHECKS, AND THE HANDLING OF COSTS FOR THEM. THE RFP APPEARS TO BE CONTRADICTORY, AND THE STATUTES CITED IN THE RFP DO NOT APPEAR TO MENTION EITHER DRUG SCREENING OR BACKGROUND CHECK REQUIREMENTS.

Article II. H. found on page of the RFP Scope of Work states “Proposer will have to submit an invoice and temporary worker time cards to be paid. Rates quoted must be for all costs related to the project including the cost of any required background checks, drug tests and other pre-hire costs.”

Article V.A. found on page 10 of the RFP Scope of Work states “Participant workers may be required to undergo criminal background checks or drug screening as requested by Alliance. Costs associated with criminal background checks and drug screening will be “passed thru” to the Alliance (without mark up) and will be supported by documentation determined adequate by Alliance (i.e. Proposer invoices with participant names showing).”

The requirement for participant temporary workers to undergo background checks, drug tests is a requirement of Alliance on an as needed basis as requested by Alliance and is not statutorily required. Article II. H. states the cost of any required background checks, drug tests and Article V.A. states they may be required. The Proposer will not be required to perform drug testing and/or background checks for a participant temporary worker unless requested by Alliance.

6. THE SECTION ON “PROPOSER’S RESPONSIBILITIES” MAKES NO SPECIFIC MENTION OF DRUG SCREENS OR BACKGROUND CHECKS. HOWEVER, ONE OF THE PROPOSER’S RESPONSIBILITIES IS “DETERMINING THE ELIGIBILITY OF THE TEMPORARY WORKERS AS REQUIRED IN THE GRANT.....”. WE REQUEST CLARIFICATION OF THE ELIGIBILITY STANDARD AS IT RELATES TO BACKGROUND CHECKING AND DRUG SCREENING.

See answer to question 5. above.

At the time the RFP was released and as of today the grant (funding source) has not been identified. The funding source would not be identified until a hurricane and other disaster occurs.

7. **“SERVICE EXPECTATIONS” ITEM H SAYS “RATES QUOTED MUST BE FOR ALL COSTS RELATED TO THE PROJECT INCLUDING THE COST OF ANY REQUIRED BACKGROUND CHECKS, DRUG TESTS AND OTHER PRE-HIRE COSTS.” THE “BUDGET A AND BUDGET B” PAGE SAYS “COSTS ASSOCIATED WITH CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING WILL BE “PASSED THROUGH” TO THE ALLIANCE (WITHOUT MARKUP) AND WILL BE SUPPORTED BY DOCUMENTATION DETERMINED ADEQUATE BY ALLIANCE.....”. THE REQUIREMENTS UNDER “PROPOSER’S RESPONSIBILITIES” APPEARS TO CONFLICT WITH THE PARAGRAPH UNDER “SERVICE EXPECTATIONS”, WHICH IN TURN APPEARS TO CONTRADICT THE STATEMENT ON THE “BUDGET A” PAGE.**

The requirements under “Proposer’s Responsibilities” do not conflict with the paragraph under “Service Expectations” or the statement on “Budget A” found on page 10 of the RFP Scope of Work.

Alliance will pay the cost without mark up of the cost of drug screening and/or background checks, as requested by Alliance. However, this cost must be stated in the proposal. Proposers are to separately state the cost for drug screening and background checks on an individual basis in Budget A found on page 10 of the RFP Scope of Work.

8. **PLEASE CLARIFY THE BASIS FOR QUOTATION FOR THE PRICING OF THE HUMANITARIAN WORKER AND CLEAN UP/MANUAL LABOR CATEGORIES.**

Proposers are to determine this rate. Humanitarian Worker duties include clerical work and office duties. Clean Up/Manual Labor duties include debris clean up and but not including the operation of saws or similar machinery for the removal of debris.

9. **THE “BUDGET A” PAGE STIPULATES THAT THE WAGES FOR THESE POSITIONS WILL RANGE FROM \$7.21 PER HOUR TO \$20/HOUR AND REQUESTS A “MARKUP PERCENTAGE” TO BE APPLIED TO THESE POSITIONS. THIS APPROACH IS CONSISTENT WITH A WIDE VARIATION IN HOURLY WAGES. THE PROPOSAL COVER PAGE REQUESTS A FIXED HOURLY RATE FOR EACH TYPE POSITION. THIS IS NOT CONSISTENT WITH THE WIDE VARIATION IN WAGES. I SUGGEST THAT THE PROPOSAL COVER PAGE BE REVISED TO INCLUDE THE MARKUP PERCENTAGE FROM THE BUDGET A PAGE AND THE FIXED PRICE FOR THE TWO CATEGORIES BE ELIMINATED.**

The Proposal Cover Page has not been revised.

10. **QUESTION ON PAGE 3 OF 4 ON THE INSTRUCTIONS FOR RFP, NUMBERED 3 UNDER PROPOSAL FORMAT, TAB 4. TAB 4: ATTACHMENTS:....."IF NONE HAS BEEN COMPLETED, PROVIDE A COPY OF THE MOST RECENT**

**INTERNALLY PREPARED FINANCIAL STATEMENT AND CURRENT BUDGET."
QUESTION: WILL YOU PLEASE CLARIFY WHAT KIND OF ENTITY THIS
STATEMENT IS REFERRING TO? ALL COMPANIES OR COMPANIES WHO
HAVE BEEN IN BUSINESS LESS THAN THREE YEARS?**

Page 3 of the RFP Instructions, paragraph 3, the 5th bullet down states:

“The original and each copy of the proposal are to be placed in a separate 3 ring binder and assembled in the following order:

- Tab 4: Attachments: Copy of the last three years’ audited annual financial statements. If the proposer is in operation for less than three years, provide a statement stating the number of years the proposer has been in operation and include the most recent audited annual financial statement(s). If none has been completed, provide a copy of the most recent internally prepared financial statement and current budget.”

All Proposers must either submit a copy of their last three years’ audited annual financial statements or if the proposer is in operation for less than three years, provide a statement stating the number of years the proposer has been in operation and include the most recent audited annual financial statement(s). If none has been completed, provide a copy of the most recent internally prepared financial statement and current budget.