

**HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO  
PROCUREMENT AND CONTRACTS DEPARTMENT  
715 E. BRIER DRIVE, SAN BERNARDINO, CA 92408  
(909) 890-0644 FAX (909) 890-2349  
<http://ww2.hacsb.com/business>**

**ADDENDUM #2 FOR RFP PC#1014 – TEMPORARY HELP SERVICES**

The following addendum to this Request for Proposal is hereby incorporated into the bid process.

**PLEASE NOTE:**

**Questions and Answers:** The following questions and answers were asked. Please review the responses and include them in your proposals.

1. How long are the assignments allowed to remain active with one staffer? Are there any limitations on the duration of the assignment such as not-to-exceed 90 days or 720 hours? Can you share if there are assignment ceilings/time limitations and if so would our same employee (employee in good standing) be able to return for additional work with a different department or work capacity?
  - Assignments will be capped at 6 months or approx. 1000 hours. The employee would not be able to return in a different capacity with a different department as we are under the same employer.
2. What do you project to be the annual spend on temporary services attached to the contract?
  - Currently spend has been roughly \$200,000 annually.
3. Who is servicing your temporary services contract now?
  - We currently have contracts with both Apple One and Kimco Staffing Services
4. How many suppliers do you wish to select?
  - At least 2.
5. What is the average duration of a temporary assignment?
  - Varies. Most are closer to 4-6 months.
6. When does the Housing Authority of the County of San Bernardino (HACSB) plan to make the award?
  - July 2018
7. With minimum wage increasing y/y – how does this get addressed in the RFP?
  - These positions are more than minimum wage positions, however payment of each temporary employee is up to each individual agency. Rates can be proposed per each year of contract.
8. Are respondents required to bid on all position categories to be deemed responsive? If not, will electing to not bid on certain positions negatively impact respondents' overall scoring evaluation?
  - Respondents are not required to bid on all position categories.

9. Will proposers be allowed to pass through the costs for background checks and drug screens (at no additional markup) to the HACSB?
  - These costs are preferred to be incorporated into the proposed hourly rates.
10. What specific drug screens and/or background checks are required by the HACSB?
  - HACSB prefers quick test drug screens along with a check on previous criminal history as applicable within state law.
11. With respect to Affordable Care Act (ACA) costs, would the HACSB prefer these charges as a separate line item on the invoices, or instead incorporated directly into each proposer's hourly rates? Please clarify.
  - Incorporated into proposed hourly rates.
12. When do we have to submit "Exhibit A – Contact Information Form" on page 19 of this RFP?
  - This form is typically submitted immediately to notify the agency of your intent to bid however it can also be included with your proposal.
13. Is there a preference given to bidders who are located in San Bernardino County?
  - No, the HACSB does not give local preference points.
14. In Section XI of the RFP under insurance requirements, are we required to satisfy the requirements that are marked with an "X" only?
  - Yes, you are required to provide insurance for ONLY the items marked with an "X".
15. Is there a specific requirement/compliance requirement for medical benefits in terms of coverage amount and specific plan parameters? Do we have to provide medical, vision, and dental? Some of our state clients have different compliance requirements on types and allowances on medical/dental and vision.
  - No compliance requirements.
16. What is the total expected/forecast headcount/number of employees?
  - Unknown – varies.
17. What is the projected spend for the next fiscal year for "temporary help services, RFP PC1014"?
  - Unknown
18. If there was another service provider last year, are there any specific reasons for re-bidding this RFP?
  - Our current contract is expiring.
19. Are there any specific performance SLA's in place or specific reporting requirements?
  - No
20. What is the average duration for the recruiting process? From the time to submission until interviews are complete to onboarding and start date.
  - Hopefully within 24-48 hours of being provided qualified resumes.

21. What is the estimated spend and headcount per location?

- Unknown - varies

22. What is the expected payment terms?

- Net 30

23. Will there be an opportunity to transition business?

- Unsure what this question means?

24. What is the annual budget for this contract?

- No budget as temp services to vary.

25. Is it possible to receive the current employee pay rate, bill rate, and markup for the current contract?

- Current rates below:

Position Title	Description of duties	Vendor Position Title	Pay Rate	Bill rate
<b>ACCOUNTING</b>				
Accounting Technician I	• Clerk/Filing/Data Entry	Accounting Technician I	\$12.00	\$16.38
Accounting Technician II	• Data Entry/Reports.	Accounting Technician II	\$13.00	\$17.70
Accountant	• Reviewing accounts/reconciliations	Accountant	\$20.00	\$26.94
Sr. Accountant	• Higher level of knowledge and expertise with reconciliations, general ledger, journal entries, etc.	Sr. Accountant	\$24.00	\$32.22
<b>ADMINISTRATION</b>				
Admin. Assistant	• Clerk/ Reception/Mail/Filing	Admin. Assistant	\$11.00	\$15.06
Admin. Specialist	• Administrative-special program or department	Admin. Specialist	\$12.00	\$16.38

Position Title	Description of duties	Vendor Position Title	Pay Rate	Bill rate
<b>INFORMATION TECHNOLOGY</b>				
Technical Support Specialist	• Help Desk Support duties	Technical Support Specialist	\$15.00	\$23.04
Network/Systems Administrator	• IT Network Support duties	Network/Systems Administrator	\$25.00	\$38.04

- 26. Will we have access to the incumbent's proposal who was awarded the contract?**
- To request these documents you will need to send an email requesting documents and you will be required to complete a request for public documents form.
- 27. Can we subcontract with any MBW/WBE to get extra 5% points?**
- No, points for MBW and WBE are only given to the contractor/proposer.
- 28. What are the most frequently used job categories in the subject matter RFP?**
- Administrative
- 29. What requisition system is being used? Is there an associated fee?**
- Not applicable to this RFP
- 30. What is the average length of the assignment?**
- Unknown – varies.
- 31. Describe how vendors under contract will receive a fair share of business without vendor rotation of job orders implemented in the procurement process?**
- Upon need, HACSB staff will reach out to both vendors for resume presentation. Often times, employees from both agencies are interviewed if given qualified applicants. There is no automatic rotation among vendors for services.
- 32. Section F states audited financial statements needed. Would non-audited financials be acceptable?**
- Please provide audited financials per the requirements of the RFP.
- 33. Part of the required documents state "customer service training provided to employee", what is meant by this?**
- Employee will receive customer service training.