



Clay County, Missouri

Purchasing Department

Administration Building
1 Courthouse Square ~ Liberty, MO 64068

DEPARTMENT OF PURCHASING AND CONTRACT SERVICES RFP 28-16, TEMPORARY STAFFING SERVICES ADDENDUM NO 1

Dear Vendor,

The original Request For Proposal (RFP) remains in effect except as revised by the following changes, which shall take precedence over anything to the contrary in the specifications.

Except as amended by this Addendum, all terms and conditions of the RFP remain unchanged.

1. What is your payment method i.e. check, ACH, credit card?
 - a. Invoices are paid via Check
2. What are your payment terms?
 - a. Net 45
3. How many temporary employees do you have at this time?
 - a. Fluctuates as many temporary employees are seasonal
4. How many vendors are engaged in your program today? How many do you foresee in the future?
 - a. One vendor is currently engaged in our program today. We foresee utilizing multiple vendors in the future.
5. What is your current contracted pricing?
 - a. Current contract pricing can be found on the Clay County website, under Resolution 2015-21 located here: <http://webdocs.claycogov.com/resord/docserv.php?id=2015-21>
6. Will you be transitioning current temporary employees if new vendors are chosen?
 - a. No.
7. What was your contract spend in 2015? What is your anticipated spend in 2016?
 - a. Contract Spend for 2015 and 2016 YTD can be found on the RFP section 1.4.1 Background Information.
8. How many years need to be searched for your background screening requirements? Will the cost be passed through to your company at no additional mark-up?
 - a. 10 years and the cost is included in the service.
9. Are there any vendor guarantees?
 - a. None
10. Do you have any M/WBE requirements or considerations?
 - a. None
11. What are your challenges today?
 - a. N/A

12. Why are you going out to bid at this time?
 - a. We used a state contract in the past and are now wanting to bid.
13. Can you provide job descriptions?
 - a. Job descriptions can be found on Attachment 3 of the RFP
14. Can you break-out your spend by position?
 - a. No.
15. Clay County currently has one vendor supporting your staffing needs. Why is your intent to have multiple contracts in the future?
 - a. It is in the best interest of Clay County to award to multiple vendors.
16. How often does a temporary travel from one city to another? How often does a temporary drive Clay County vehicles?
 - a. Most positions would not travel, but a small number do travel within the County in a County vehicle as passenger or driver.
17. How often does Clay County hire to their pay roll the furnished temporary laborer?
 - a. This has not been tracked in the past.
18. Can we bid on selected positions, where we are good at or do we need to bid for all the positions mentioned in the RFP?
 - a. Responders do not have to bid on every position listed in the RFP.
19. In the RFP it has listed both Clerical Office positions and Non Office positions. Is a company allowed to bid on ONLY the Clerical Office Classifications or MUST they bid on all Classifications?
 - a. Responders do not have to bid on every position listed in the RFP.
20. What is the approved budget for this contract?
 - a. This is a term and supply contract; budget information is not applicable.
21. Do you want us to place Vendor Initials on all the pages of the RFP document which are not even required in the proposal submission and send it with the response?
 - a. Yes. The instructions of the RFP state that all pages need to be initialed. Please refer to Section 3.2.2 C. for the specific instructions.

ACKNOWLEDGEMENT

Each bidder shall acknowledge receipt of this Addendum No. 1 of RFP No.28-16, Temporary Staffing Services by their signature affixed hereto, and shall attach this Addendum to the original RFP.

CERTIFICATION BY BIDDER

SIGNATURE _____

TITLE _____

COMPANY _____

DATE _____

Cordially,

Leslie DeGroot, Purchasing Manager