



ADDENDUM No. 1
FOR
Temporary Staffing Services
Request for Proposals No. 16105A

Addendum Posted and Effective as of: November 6, 2015

The Request for Proposals as stated in the title of this Addendum No. 1 is hereby amended as follows:

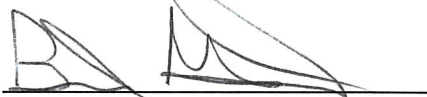
- I. Due Date of the Proposals Extended to November 16, 2015 at 9AM
- II. Question and Answer Session

It shall be the Proposer's responsibility to refer to and attach the corrected pages as included herein to the Proposal submittal.

Proposer shall acknowledge this **ADDENDUM** by attaching a signed copy of the **ADDENDUM** to its Proposal.

It shall be the Proposer's responsibility to have a copy of this **ADDENDUM** in possession at the time of Proposal submittal.

DENVER WATER

By: 
Brandon Maulis
Contract Specialist

ACKNOWLEDGMENT OF PROPOSER

Proposer: _____

By: _____

Questions and Answers Section for Temporary Staffing Contract 16105A

1. Who is the current vendor?

Denver Water currently is working with Colorado Network Staffing for our temporary staffing needs. Denver Water sometimes utilizes other staffing firms on a project basis.

2. What are the current vendor markups?

Denver Water does not believe that is relevant at this time, please propose your best pricing/mark-up.

3. Do you currently utilize a Master Vendor model or is the one vendor providing sole source recruitment?

Denver Water currently uses our temporary staffing vendor for most of our temporary staffing needs.

4. What are the current challenges related to temporary staffing?

Getting qualified people to fill the role; ensuring a good pool of potential candidates for temporary positions; reporting challenges – ensuring the vendor can provide up with up-to-date staffing reports so we can audit our records.

5. What is the projected temp labor headcount and/or spend in 2016 and 2017?

Unknown at this time. Budgets are in the process of being set and approved. Historical spend would suggest approximately \$1M/year.

6. The RFP indicates that there are 34 temps currently on assignment. Is it known how many positions have opened and were filled throughout the year?

Please reference the 5.3 the current labor pool, this number may fluctuate through the year.

7. Can we suggest changes to the sample Agreement or it will be rejected if we do? The paragraph below is contradicting.

p. 5 1.10 SAMPLE AGREEMENT

"... Any and all modifications and/or exceptions to the terms and conditions contained in this sample Agreement must be clearly marked on Proposer's official company letterhead and submitted with the Proposal as a separate section. A Proposal with modifications and/or exceptions to the terms and conditions contained in this sample Agreement may be rejected..."

Denver Water will review your alternative language for the agreement, be sure to clearly indicate what is being changed or removed. Denver Water reserves the right to reject proposals with alternative terms that Denver Water cannot accept. Any changes to the sample agreement will be subjected to legal review.

8. Is there any additional information missing in the paragraph below after colon?

p. 17 SECTION 7 – COMPLETION OF PROPOSAL

7.1 REQUIRED PROPOSAL FORMAT:

Tab 2 – Proposer Introduction:

"Proposer must submit information about the Proposer's experience and background. Include complete information regarding experience with this type of work, number of years in business, number of employees, etc. Also include a main point of contact for all RFP correspondence, including name, title, phone number and e-mail address. This section must be no more than two (2) pages in length. In this section you must address the following:"

The follow text can be omitted ~~"In this section you must address the following:"~~, please just address the topics above.

9. If we are bidding for Option 1 only, please confirm if our understanding is correct that we

need to limit our response in this section to three (3) pages and cover: 1) narrative staffing plan, 2) qualifications, 3) resumes of key personnel assigned to the resulting agreement, and 4) list of recently filled candidates with job descriptions.

This is correct.

10. Can you please define what you mean by recent in "list of recently filled candidates" on Tab 4 – Narrative Staffing Plan/Project Plan and Resumes/Qualifications? E.g. Is it all candidates over a 1 year span, last 6 months or 3 months?

Denver Water is interested in seeing a list of similar candidates you have filled on the job descriptions you are bidding on.

11. What information should the "list of recently filled candidates" include as defined on Tab 4 – Narrative Staffing Plan/Project Plan and Resumes/Qualifications? Their names, position titles, and job descriptions? Is there a need to include Candidate's resumes?

No need for their resumes, first name / position title and date filled should work.

12. Are we required to describe our Strength Test checks if we bid only for IT positions?

Only on IT activities that would require a lot of physical activities.

13. Is there a minimum number of people that Denver Water will request from successful bidders in each year?

Denver Water cannot provide this, as we do not know what the minimum or maximum number the organization is going to need to utilize.

14. When multiple vendors are awarded a contract, what is the award criteria on who gets the staffing request?

Denver Water is still finalizing how the process will be handled, Denver Water would like the position to be filled by the contracted vendors as soon as possible. We will confer with the hiring manager regarding which vendors he/she would like to submit the request to. It is possible that one or many vendors will receive a request. For most (if not all) of our temporary positions, managers request candidates to interview for the assignment. Whichever agency's candidate is selected by the hiring manager will be awarded that assignment. Denver Water will monitor the use of agencies to ensure a fair and equal consideration of all qualified candidates.

15. Can we visit the Denver water office location to understand the work atmosphere?

Possibly later in the process.

16. Under 7.1 – tab 4, you are talking about resumes...do we submit resumes for all the positions listed?

This is for the key personnel that will be administering the process in your organization.

17. Are you looking for US citizens?

We will not be offering sponsorship for any temporary employee. We require all candidates to be eligible to work legally in the United States.

18. The RFP lists two (2) due date times for this opportunity. Page 1 states that proposals are due on November 11, 2015, 9:00 AM Mountain Time and page 2 states that they are due 3:00 PM. Which is the correct time for the proposal due date?

This is now updated to November 16th.

19. Who is the incumbent(s) and how long were they in service of the contract?

Colorado Network Staffing since 04/01/2013

20. When does Denver Water plan to make the award?

The award date is to be determined but would likely be early next year.

21. What are Denver Water's specific requirements for background checks and drug testing? Will proposers be allowed to pass through the costs for background checks (at no additional markup) to Denver Water?

Your pricing should include background checks, if you wish to include pricing without the background checks included please submit this in addition to the required pricing sheet.

22. Would proposers be disqualified or adversely impacted during the evaluation process if they submit exceptions to the RFP?

All exceptions to the scope of work or sample agreement will impact your evaluation.

23. What are Denver Water's current mark-up percentages, bill rates, and direct hire fees per each of the listed positions within the RFP?

Denver Water does not believe that is relevant at this time, please propose your best pricing/mark-up.

24. If government-mandated costs or expenses are enacted during the contract term, will proposers be allowed to request rate increases to cover these higher rates?

Denver Water understands that unforeseen government requirements can impact our supplier's costs, please provide in your proposal how you would like to approach this scenario should it arise.

25. With respect to Affordable Care Act (ACA) costs, would Denver Water prefer these charges as a separate line item on the invoices, or instead incorporated directly into each proposer's bill rates? Please clarify.

All additional regulatory costs should be incorporated into your mark up. If the mark up is greyed out, then incorporate your costs into your billed rate.

26. Are there any surety/bid/performance bonds required for this contract?

There are no surety, bid or performance bonds required for the resulting agreement.

27. Could Denver Water provide a list detailing the laws, regulations, statutes and ordinances that regulate the performance of the resultant contract (i.e., Living Wage Ordinance, Prevailing Wage, SCA, ACA, etc.)?

Denver Water wants to partner with organizations that follows all local/state and federal laws, regulations, statutes and ordinances

28. Does Denver Water recognize the Women's Business Enterprise National Council (WBENC) Certification as acceptable MWBE status?

Yes, Denver Water will recognize that certification.

29. Are non-SBE and/or MWBE proposers required to subcontract with certified SBE and MWBE vendors? If so, what percentage of the contract is required to be subcontracted to certified SBE and MWBE vendors?

Denver Water does not required an SBE or MWBE participation, but we welcome their involvement in the resulting program.

30. Page 17 of the RFP requires proposers to disclose how they “keep up on job certifications.” Can Denver Water please clarify what is meant by “job certifications?” Do these certifications apply toward the corporate company’s certifications or toward the temporary candidates’ certifications?

This question was asked to better understand how you keep up with the ever changing job certification requirements for the technical/professional temporary staffing positions you offer.

31. According to the RFP’s instructions for Tab 4 – Narrative Staffing Plan/Project Plan and Resumes/Qualifications, this section can be no more than three (3) pages in length, but requires proposers to submit resumes of key personnel. Can the resumes be excluded from the three (3) page limit?

You may exceed the 3 page requirement, please note this is for only the key personnel in your organization that may be servicing Denver Water’s needs.

32. With regard to Denver Water’s Proposed Pricing/Fee Schedule, some of the fields are shaded in grey. For positions that do not have minimum and maximum hourly rates, are proposers still required to provide mark-up percentages? Those particular fields are shaded in grey, so it is unclear if mark-up percentages should be included.

Min (\$/HR)	Max (\$/Hr)	Markup (%)	Bill Rate Min	Bill Rate Max
\$ 13.00	\$ 16.00			
\$ 14.00	\$ 17.00			
\$ 17.00	\$ 21.00			

On the above table you will notice that Denver Water has a defined min/max hourly rate for this position. In this case the vendor will supplier their mark-up rate with the resulting bill rate (min and max) for these positions.

Min (\$/HR)	Max (\$/Hr)	Markup (%)	Bill Rate Min	Bill Rate Max

With this example you will notice that the min/max categories and the markup % is greyed out. This means that you just need to supply your bill rate. This bill rate must include all your associated costs.

Min (\$/HR)	Max (\$/Hr)	Markup (%)	Bill Rate Min

The above table shows that Denver Water is only interested in the markup for the general job description fields.

33. With regard to Denver Water’s Proposed Pricing/Fee Schedule, are proposers required to place their own hourly rates for positions that do not have minimum and maximum hourly rates?

Yes the vendors are only required to indicate their bill rate for those jobs that have the hourly rate and the billed rate greyed out.

34. Page 19 of the RFP requires proposers to describe their “Strength Test checks.” Can Denver Water please clarify what is meant by “Strength Test checks?”

Certain positions at Denver Water require an ability to lift a certain weight, stand or sit for a certain amount of time, etc. These positions are required to pass a strength test to indicate the employee is capable of performing the required task.

35. According to page 20 of the RFP, a SBE/MWBE form is provided “(see below),” but it is currently not included among the list of documents provided for proposers. Can Denver Water please provide a copy of this form?

Absolutely, this is also on page 20 of the sample agreement.

For the Board's records only, Contractor shall check the applicable box(es) below:

- ☐ Contractor is a Small Business per federal SBA guidelines
- ☐ Contractor is not a Small Business per federal SBA guidelines
- ☐ Contractor is a Minority-owned Business Enterprise (MBE) and/or Women-owned Business Enterprise (WBE) per _____
Insert name of certifying body or entity
- ☐ Contractor is not an MBE or WBE
- ☐ Contractor elects not to answer this question

If Contractor is an MBE and/or WBE, Contractor must submit evidence of certification from an agency such as the City and County of Denver or the Mountain Plains Minority Supplier Development Council.

36. What percentage of Denver Water's anticipated staffing requests would involve direct hire?

Denver Water does not currently anticipate a "direct hire" relationship with vendors as a part of this RFP. However, all agency employees are welcome to apply for posted Denver Water positions with the organization. We do not currently know what that percentage would be.

37. What percentage of Denver Water's anticipated staffing requests will be for temporary positions only?

Most to all of the requests will be temporary placements only.

38. What is Denver Water's historical dollar spend for direct hires?

We do not believe this is relevant at this point in time but may explore this at a later date.

39. Will there be a transition of current workers to the awarded vendor's payroll?

Denver Water believes this may happen, but is to be determined.

40. If proposers choose to bid on the Multiple Vendors option, do they have to bid on all categories?

No they do not, we would prefer vendors only bid on what they feel they specialize in.

41. If proposers choose to bid the MSP model, is Denver Water prepared to pay for the program out of pocket or is the MSP expected to be fully funded by each vendor?

Denver Water has not yet made this determination, please include in your proposal what you would prefer.

42. According to page 5 of the RFP, "any and all modifications and/or exceptions to the terms and conditions contained in the sample agreement must be clearly marked on each proposer's official company letterhead and submitted with the Proposal as a separate section." Are these exceptions to be separately sealed away from the Proposal or can they be added to Tab 8 – Other Required Submission Information of the Proposal?

These can be added to Tab 8, please clearly mark any exceptions.

43. Can the digital/electronic copy of the proposal be submitted in a CD format?

Yes, please be sure to mark the CD with your company name and the proposal number 16105A.

44. I'm reading the RFP as Denver Water is not certain if they want an MSP or specialty staffing partners within your different verticals. Am I reading the RFP correctly?

Denver Water is exploring for the best possible option for Denver Water. Feel free to make your suggestion on what you think would be the best solution.

45. Does Denver Water have a preference between Option 1 and Option 2 in the RFP? (Specialized partners vs. 1 partner to manage the vendors)

Not at this time.

46. It states that "Information Technology spend is not included in any of the figures above or below". What is the reason behind this? What is the Information Technology spend?

Prior to this process, IT managed their budget separately. We estimate between \$500,000-\$1,000,000 a year.

47. What are the top 3 things you're hoping this RFP will accomplish? (Can you communicate your top 3 off of the "ideal state"?)

Please see 5.1 on page 11 of the RFP.

48. What were the drivers behind sending out this RFP?

Please see 5.2 on page 11 of the RFP.

49. How many firms has the RFP gone out to? What does our competitive landscape look like?

This RFP was sent out to the public for open competition.

50. What is your "wish list" of attributes that your future staffing partners will possess?

We are evaluating vendors on the criteria outlined in 4.2 on page 10 of the RFP.

51. Tab 2 – Proposer Introduction, last sentence states, "In this section you must address the following:" but nothing follows. Is something missing or should that last sentence be deleted from the RFP?

The follow text can be omitted "~~In this section you must address the following:~~", please just address the topics above.

52. Tab 4 – Narrative Staffing Plan / Project Plan and Resume / Qualifications states, "This section must be no more than three (3) pages in length." The resumes of internal staff alone will take up more than three pages. Is the three (3) page limitation incorrect? Or should we add the resumes as attachments at the end of the proposal?

You may exceed the 3 page requirement, please note this is for only the key personnel in your organization that may be servicing Denver Water's needs.

53. There are two proposal submission times, 9:00 a.m. and 3:00 p.m. on November 11, 2015. Which is the correct time?

November 11, 2015, 9:00 AM, please see need due date posted on the first page of this addendum.

54. Tab 4 Option 1- for clarification- 3 pages max to provide a Narrative Staffing Plan, Qualifications and all recently filled positions with job descriptions. Are you asking for the candidates names with their job positions of all recently filled positions with all of our current clients?

Yes, Denver Water just needs first name / position title and date filled for recently filled positions that are similar to the ones you are proposing on.

55. Tab 4 – This requests that resumes of key personnel assigned to the agreement. Are the resumes for those personnel in the “front office” that will be managing the relationship and handling the transactions? Or are the resumes those of potential assigned professionals for particular requested skillsets? And can you please address the maximum of 3 pages given for this information?

You may exceed the 3 page requirement, please note this is for only the key personnel in your organization that may be servicing Denver Water’s needs.

56. Tabs 5 – 8 – Are these tabs and the associated information requested for only for respondents taking the MSP/Option 2 route? These questions also seem pertinent for Option 1 respondents.

Option 1 and 2 both should include tabs 5-8, if you see questions for option 2 that also pertain to option 1 please feel free to answer them!

57. Please provide the approximate spend included in this contract for:

- Contingent labor
- SOW ???
- IC ???

This information may be available at a later date.

58. Please provide the projected number of contingent workers?

We do not know how many workers we will have over the course of the contract. Anticipate <5% of our overall employee population per year.

59. How many current staffing suppliers are being used today - by labor category, location, and volume if possible?

This may be available at a later date.

60. General Scope

- Activities - how many positions are filled each month by labor category and location?

Varies. Customer Relations and Operations and Maintenance are largest customers.

- Please provide labor categories (i.e., IT, Professional, Administrative/Clerical), job titles and descriptions

Please reference the pricing sheet in the RFP.

- Can you provide volume of workers (spend and headcount) all locations and volume by location ???

See 5.3 on page 12 and 5.5 on page 13.

- Can provide individual hourly bill rate (or at a minimum average bill rate by labor category or job title)

See 5.3 on page 12 and 5.5 on page 13.

61. Business objectives

- What are you hoping to accomplish by bringing in a solution?
Please see 5.4 on page 13.
- What is your expected timeline for implementation and approach (i.e. all at one, phased, and if phased how so.)

Depends on the solution that is offered, we would be open to your suggestions.

- Will this program be mandated?

Depends on the solution that is offered, we would be open to your suggestions.

- Do you have executive sponsorship in place?
Please expand on this question.

Is this going to be a supplier-funded program?

Depends on the solution that is offered, we would be open to your suggestions.

62. On page 18 under tab 4 "Option 1- Narrative Staffing Plan Qualifications List of recently filled candidates with job descriptions"
- a. Are "recently filled candidates" our current and former contractors our firm has placed at Denver Water over the years?

That should be sufficient.

63. Tab 4 "Tab 5 – Professional Reference Listing and similar contracts list: Proposer must provide a minimum of three (3) professional references that include the following information: project name; project location; contact name; contact e-mail; contact phone number. Please also list similar contracts you hold with other organizations."
- a. Would you suggest we include current Denver Water Managers for reference or would it be better to provide say Chris Dermody and then two or more from other clients outside of Denver Water?

One internal reference and two external reference should work.

- b. Question regarding "similar contracts we hold with other organizations" meaning a list of our other clients?

Yes, the purpose of the question is to see if you are currently offering a similar solution at other similar organizations.

64. Tab 8, section 4. "How will you ensure that Human Resources will be your single point of contact and only fill placements on an agreed upon manner?"
- a. I'm confused by the question of how to ensure single pt. of contact. Does this involve making sure HR is on every email of every submitted candidate? If so, I understand the question. Regarding "only fill placements on an agreed upon manner" Can you please be more specific?

Denver Water is trying to understand how you maintain a point of contact with HR, while interfacing with the end-user enough to place a quality candidate.

- b. 4.Tab 8, section 7d "Provide a detailed description of your company's candidate vetting process. In your response describe the level of verification. a. Describe how you do Background Checks? How long does that process take your company b. Describe how you do Educational Checks. c. Describe how you do Verifications of Criminal History Checks. d. Describe your Strength Test checks."
 - i. I Googled Strength Test Checks and it implies lifting. Being in the IT placements business, we have never done a strength test and not sure it applies?

Denver Water understands that strength tests may not apply to all job categories. We just need to understand if you have a strength requirement for a candidate how you will be able to accommodate that request.