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November 17, 2015

Memorandum

To: All Firms for Request for Proposal # 15600

From: Renee Funk

Subject: Addendum Number #1

All Firms are hereby notified that this is the official "Addendum Number One" related to Request for Proposal (RFP) Number 15600 for Joint Regent Temporary Staffing services at The University of Iowa and The University of Northern Iowa.

This Addendum includes all questions received from the Firms and the Universities' responses, which are noted in bold following each question.

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PLEASE NOTE: FINAL RESPONSES FROM ALL FIRMS ARE DUE ON OR BEFORE WEDNESDAY NOVEMBER 25TH BY 3:00 PM CDT/CST IN THE EBID SYSTEM. ANY RESPONSE SUBMITTED AFTER THE DATE AND TIME WILL AUTOMATICALLY BE DISQUALIFIED BY EBID. THEREFORE, ALL FIRMS ARE CAUTIONED TO SUBMIT YOUR BID RESPONSE IN A TIMELY FASHION.

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Question One: On average, how long does a temporary employee work for the University of Iowa and/or the University of Northern Iowa? Is there a significant difference in the length of service between Professional & Scientific and Non-Professional employees?

Universities' Response:

- **The University of Iowa:** The University of Iowa average temporary employee placement in fiscal year 2014 (July 1, 2013-June 30, 2104) worked 355 hours. The University of Iowa has not used staffing agencies for Professional employees previously.
- **The University of Northern Iowa:** The length of employment varies and is not predictable without knowing the needs of the department – as stated in the RFP a non-professional cannot work more than 780 hours per fiscal year and a professional not more than one year.

Question Two: What is the total spend for this opportunity?

Universities' Response: The Universities do not have a set budget or anticipated spend for any resultant agreement.

Question Three: What is the anticipated headcount by location?

Universities' Response:

- **The University of Iowa:** The University of Iowa hired 102 non-professional employees through staffing agencies in fiscal year 2014.
- **The University of Northern Iowa:** The headcount will vary but temp employees hired through staffing agencies for departments on campus are typically less than 20 per year, with the exception of major events on campus (such as a concert) in which employees are needed for the event only.
 - Please note information provided is only for reference of scope and the Universities are not guaranteeing the same number of placements.

Question Four: What is the anticipated headcount by skill set?

Universities' Response:

- **The University of Iowa:** Breakdown of fiscal year 2014 was 54 Laundry Production Workers, 17 office/clerical, 15 Mail Clerks, 8 Laborers, 6 Food Workers, and 2 Lab Assistants.
- **The University of Northern Iowa:** This is not a guaranteed number and is from previous years average: Custodian I – 5; Secretary II- 4; Clerk II – 4; Cook I – 4; Account Clerk – 2; Baker I – 1; Laborer – 30-50 depending on number of special events (i.e. concerts).
 - Please note information provided is only for reference of scope and there the Universities are not guaranteeing the same number of placements.

Question Five: Are any of the current incumbents providing all of the listed skill sets?

Universities' Response: Each of the Universities has contracted suppliers that are able to provide the skillsets of the non-professional temporary staffing needs. The professional temporary staffing needs are a new component of the Request for Proposal process for the Universities.

Question Six: Is it the Universities' expectation to award a single vendor to recruit all skill sets?

Universities' Response: The Universities are interested in the option of awarding to a sole provider however reserve the right to award to multiple suppliers in the event skill set breadth and ability to service both schools requires more than one award.

Question Seven: Is it mandatory that vendors are able to cover all skill sets listed in the RFP? If vendors are unable to do so or are only able to support a portion of the skill sets listed, does that mean that vendors are deemed noncompliant in their response?

Universities' Response: The Universities will evaluate proposals that are unable to meet the entire breadth of skillsets detailed within this Request for Proposal. Suppliers who are unable to offer all positions listed are encouraged to submit a proposal for consideration.

Question Eight: In section 33. Payment Terms, it is stated that "Bid response should be submitted with minimum 2% 10 Net 30 days for payment if cash discount is offered." Is this a mandatory requirement?

Universities' Response: This is a preferred, but not required, payment term.

Question Nine: Regarding section 4. Proposal Evaluation, how are the evaluation criteria weighted?

Universities' Response: The point allocations for each criterion will not be disclosed to Suppliers during the RFP process. Proposals should be thorough and detail how all components of the RFP will be addressed by Supplier.

Question Ten: Is this new requirement or is there an incumbent on this, if yes then please provide incumbent details?

Universities' Response: The professional temporary staffing needs are a new a component of the bidding process. The current incumbent suppliers for non-professional temporary staffing are QPS Employment Group, Kelly Services, Remedy Intelligent Staffing, Sedona Staffing, Team Staffing Solutions, and Express Employment Professionals.

Question Eleven: Who received the last award for this contract? What is the annual spend amount for last contract?

Universities' Response: The current suppliers are QPS Employment Group, Kelly Services, Remedy Intelligent Staffing, Sedona Staffing, Team Staffing Solutions, and Express Employment Professionals. The annual spend for the agreements for the Universities is approximately \$765,640 for fiscal year 2015 (July 1, 2014-June 30, 2015). *Please note information provided is only for reference of scope and the Universities are not guaranteeing the same number of placements or overall spend.*

Question Twelve: Please provide number of placement in last contract for each position?

Universities' Response:

- **The University of Iowa:** The University of Iowa hired 102 non-professional employees through staffing agencies in fiscal year 2014. Breakdown of fiscal year 2014 was 54 Laundry Production Workers, 17 office/clerical, 15 Mail Clerks, 8 Laborers, 6 Food Workers, and 2 Lab Assistants.
- **The University of Northern Iowa:** This is not a guaranteed number and is from previous years average: Custodian I – 5; Secretary II- 4; Clerk II – 4; Cook I – 4; Account Clerk – 2; Baker I – 1; Laborer – 30-50 depending on number of special events (i.e. concerts).
 - Please note information provided is only for reference of scope and the Universities are not guaranteeing the same number of placements.

Question Thirteen: Is it possible to receive the current pay rate and markup (pricing) for each position?

Universities' Response: The Universities standard contracted rates are detailed below however there may be some instances where the Universities approved rates outside of the standard rates due to unique circumstances.

- [The University of Iowa:](#)

University of Iowa Temporary Staffing Rates	Rate Range
NORMAL HOURLY RATES	
Account Clerk	\$17.04-\$19.88
Clerk III	\$15.60-\$18.82
Custodian I	\$12.05-\$13.98
Cook I	\$12.59-\$15.98
Food Worker I	\$12.05-\$15.27
Kitchen Helper I	\$12.33-\$15.27
Secretary I	\$14.07-\$16.69
Secretary II	\$15.37-\$19.17
Data Entry Technician	\$14.00-\$15.98
OVERTIME HOURLY RATES	
Account Clerk	\$25.56-\$29.48
Clerk III	\$23.40-\$27.22
Custodian I	\$18.08-\$21.38
Cook I	\$17.34-\$22.37
Food Worker I	\$16.32-\$21.38
Kitchen Helper I	\$17.34-\$21.38
Secretary I	\$21.11-\$25.00
Secretary II	\$23.06-\$26.84
Data Entry Technician	\$20.40-\$22.37
SATURDAY/SUNDAY/HOLIDAY HOURLY RATES	
Account Clerk	\$25.56-\$33.41
Clerk III	\$23.40-\$31.44
Custodian I	\$18.08-\$24.89
Cook I	\$18.89-\$22.37
Food Worker I	\$18.08-\$21.38
Kitchen Helper I	\$18.90-\$22.27
Secretary I	\$21.11-\$32.10
Secretary II	\$23.06-\$32.49
Data Entry Technician	\$21.00-\$26.20
TEMP EMPLOYEES, OTHER THAN ABOVE	
NORMAL HOURLY RATES	
Unskilled Laborers	\$12.60-\$14.45
Skilled Laborers	\$14.00-\$21.68
OVERTIME HOURLY RATES	
Unskilled Laborers	\$18.66-\$21.68
Skilled Laborers	\$20.87-\$32.52
SATURDAY/SUNDAY/HOLIDAY RATES	
Unskilled Laborers	\$18.89-\$24.88
Skilled Laborers	\$20.87-\$32.52

- **The University of Northern Iowa:**

UNI Temporary Staffing Rates		
Position	Rate Range	Overtime Rate Range
Account Clerk	15.98-16.17	23.97-24.26
Clerk III	13.80-14.70	20.70-22.04
Custodian I	12.35-14.15	18.53-21.22
Cook I	13.07-14.09	19.60-21.12
Food Worker I	12.35-12.52	18.53-18.78
Secretary I	13.89-14.52	20.95-21.78
Secretary II	15.25-15.42	22.88-23.15
Unskilled Laborers	8.18-12.35	
Skilled Laborers	10.23-13.07	

Question Fourteen: What is the annual budget for this contract?

Universities' Response: There is not a set or guaranteed budget for any resultant agreements. Utilization is based on individual department needs in conjunction with Division leadership to determine how to allocate funds for staffing.

Question Fifteen: Is it single award or multiple award contract?

Universities' Response: The Universities are interested in the option of awarding to a sole provider however reserve the right to award to multiple suppliers in the event skill set breadth and ability to service both schools requires more than one award.

Question Sixteen: Is it necessary to use subcontractors to provide temporary employment services, if yes then please let us know subcontractor MBE or WBE goals.

Universities' Response: Historically the Universities have not utilized subcontractors for employment services.

Question Seventeen: Because this contract is going to be for at least 2 years I am wondering about bidding the mark-up percentage and how that will effect everything. Right now we can still pay some positions at about \$8.50 but by 1/2017 no one can be paid less than \$10.10. That is a pretty big margin of change that we would have to figure into this.

Universities' Response: The Universities are requesting a markup percentage rate for each position. This mark-up rate would apply to any new minimum wage requirements. A wage increase should not impact proposed markup percentage.

Question Eighteen: Who are the incumbents and what is the contract value broken down by positions and institutions?

Universities' Response: The current suppliers are QPS Employment Group, Kelly Services, Remedy Intelligent Staffing, Sedona Staffing, Team Staffing Solutions, and Express Employment Professionals. The University of Iowa utilized 64 employees from QPS Employment Group, 23 from Remedy Intelligent Staffing, and 15 from Kelly Services in 2014. Breakdown information from the University of Northern Iowa is not available.

Question Nineteen: For clarification purposes, if there is an IT candidate coming off project and has worked 500 hours at Northern Iowa and is accepted for a project at The University of Iowa does the hours roll over to the other University? Are they aggregate hours for the Universities.

Universities' Response: The hours are not aggregated between the two Universities. In the event an individual works at The University of Northern Iowa and is then placed with The University of Iowa the hour requirements resets.

Question Twenty: Per question 33 below; can you confirm you are looking for 2% on Net 10 & 30 days; the question is unclear. 33. Payment Terms Bid response should be submitted with minimum of 2%10 Net 30 days for payment if cash discount is offered. Discount period will begin upon receipt of material or invoice, whichever is later.

Universities' Response: The payment term of 2% 10 Net 30 discount payment terms is a preferred, but not required, payment term.

Question Twenty-One: What is the total spend for the previous 5 years allocated to Temporary Staffing and what is the projected spend for the next 5 years?

Universities' Response: The Universities combined spend over the last five (5) fiscal years was approximately \$2,599,000. Projected spend for the next five (5) years is unknown.

Question Twenty-Two: The last paragraph of item 3 states that you are looking for one supplier to provide all services to both Universities. Is this an exclusive arrangement or will you be selected more than one provider for these services?

Universities' Response: The Universities are interested in the option of awarding to a sole provider however reserve the right to award to multiple suppliers in the event skill set breadth and ability to service both schools requires more than one award.

Question Twenty-Three: Item 14 addresses the Iowa Preference Law, will this be advantageous to us as we are one of only a couple services which are locally owned?

Universities' Response: Iowa Preference Law is specific to products and not applicable to services.

Question Twenty-Four: Item 19 is in regards to contract duration and states that after the initial two year contract period, there will potentially be up to three extensions for a total of 5 years. In the past, there has been a schedule of anticipated rate increase increments year over year. Is this currently available for review or are increases allowed or accounted for in the extension process?

Universities' Response: The Universities are requesting a markup percentage rate for each position. This mark-up rate would apply to any new minimum wage requirements. A wage increase should not impact proposed markup percentage.

Question Twenty-Five: Item 42, states that "when applicable" background checks will be conducted for "all state and federal misdemeanor or felony convictions" while in item 55 it states that the supplier will provide simply background checks and drug tests. When are national background checks applicable versus local Iowa Courts? How far in the past should these searches encompass? When are drug tests applicable, what type of test are to be used (e.g. 5 panel, 7 panel, 10 panel) and is the drug test to be done by a third party or can they be done in house?

Universities' Response:

- **The University of Iowa:** The University of Iowa would like background checks to be congruent with our current policy: <http://opsmanual.uiowa.edu/human-resources/hiring-and-appointments/criminal-background-check-point-hire>. A CBC should include all counties and states of residence for the past seven years. Drug checks are not applicable at this time.
- **The University of Northern Iowa:** Current UNI policy does not require a background check for any temporary position. If the department requests a background check based on the position duties, the temporary agency is responsible for completing the background check at no additional cost to the UNI department. The only positions that would require a drug test would be those governed by the DOT regulations and currently we don't utilize temporary agencies to fill DOT covered positions.

Question Twenty-Six: Item 45 states that the pricing structure may be presented in either hourly rate form or markup percentage, however, the submittal for only allows for mark up. Are both structures allowed to be submitted and, if so, is there a formula that you use in order to directly compare the final pricing point of each structure?

Universities' Response: Markup percentages should be submitted, the request for hourly rates has been removed.

Question Twenty-Seven: Item 56 requests that we describe not only our recruiting but also the training of associates. Will the supplier be expected to train each associate for their individual assignment and, if so, will training materials or space be made available to the supplier?

Universities' Response: Training for the work to be performed upon placement at either of the Universities shall be completed by the Universities. For Attribute 56 Supplier's should detail the training and onboarding programs they provide to the individuals hired to provide temporary staffing services to ensure they are able to meet the needs/activities required of any temporary placement they are assigned to.

Question Twenty-Eight: Item 60 refers to the expectations of the Human Resources Departments of the respective Universities, are these expectations available for review?

Universities' Response: In general the Awarded Supplier should be readily available to meet with the Human Resource teams at each University upon request and to provide any additional information needed regarding a placement promptly upon request. Human Resource services at UNI would need to be notified once a new temporary employee starts working and also notified when a temporary employee stops working for a UNI department. Also, Human Resource Services will need all reports as specified in the RFP and the ability to request adhoc reports as needed.

Question Twenty-Nine: Item 65 addresses the ability of the Universities to hire "without penalty or additional compensation" any associates that we place on assignment. Is there a minimum number of hours that an associate must work before they can be hired by the Universities?

Universities' Response: Any associate that is interested in working for The Universities will be required to go through the Universities' standard job application process and meet the requirements detailed within the applicable job posting. The temporary staff members work hours are not applicable unless helping to go towards total work experience required by the job posting.

Question Thirty: How many injuries were recorded for 2014 and 2015?

Universities' Response: No injuries were recorded for temporary employees for 2014-2015.

Question Thirty-One: Can you clarify 2% 10 Net 30?

Universities' Response: The payment term of 2% 10 Net 30 discount payment terms is a preferred, but not required, payment term. This is a 2% discount from the invoice if paid in ten (10) days.

Question Thirty-Two: What positions will require that the associate completes a physical?

Universities' Response: None of the position titles listed that are currently utilized by the Universities would require a physical.

Question Thirty-Three: How much overtime was worked last year?

Universities' Response: Last year no overtime was worked from Temporary Employees at UNI. This information is not available for the University of Iowa.

Question Thirty-Four: On the supplier response form, item 35 refers to formatting the response correctly, could you elaborate of what this entails?

Universities' Response: Responses should all be submitted through the eBid system with complete and thorough submissions.

Question Thirty-Five: Should current candidates' names be submitted through eBid?

Universities' Response: Information on current candidates is not required as long as Supplier is able to details their ability to providing ongoing staffing for the positions detailed within this Request for Proposal. If a Supplier would like to include information on current available candidates to demonstrate available expertise they are able to do so.