

SEALED REQUEST FOR PROPOSAL (RFP)

ISSUE DATE: March 28, 2023

RFP NUMBER & TITLE: RFP 23-1521; Temporary Staffing Services

PROPOSAL DUE DATE & TIME: April 25, 2023 by 2:00 PM
NOTE: Proposals received after the due date and time cannot be accepted.

PROPOSAL DELIVERY ADDRESS: University of Mary Washington
Procurement Services / Reference RFP 23-1521
Eagle Village Executive Offices, Suite 480
1125 Emancipation (formerly Jefferson Davis) Highway
Fredericksburg, VA 22401

WORK LOCATION: ☒ All Campuses ☐ Fredericksburg ☐ Stafford ☐ Dahlgren

COMMODITY CODE(S): 91865, 91885, 96130, 96269

PRE-PROPOSAL CONFERENCE: ☐ Optional ☐ Mandatory ☒ N/A

CONTRACT OFFICER: Lindsay Fare **PHONE:** 540-654-1057 **EMAIL:** lfare@umw.edu

PERIOD OF CONTRACT: Date of award through one year with five (5) additional one-year renewal options or as negotiated.

In compliance with this Sealed Request for Proposal (RFP) and to all the conditions imposed therein, and hereby incorporated by reference, the undersigned firm offers and agrees to furnish the goods/services in accordance with attached signed proposal or as mutually agreed upon by subsequent negotiation. The undersigned firm hereby certifies that all information provided in response to this RFP is true, correct and complete.

By signing this proposal, you are certifying that you are an authorized representative of the offering firm and that the firm's principals or legal counsel have reviewed the Request for Proposal General Terms and Conditions and any Special Terms and Conditions. Any exceptions to the General or Special Terms and Conditions must be clearly identified in your proposal. No exceptions can be taken to those General or Special Terms and Conditions that are mandated by law. If no exceptions are identified in your proposal, it is understood that the provisions will become a part of any final agreement.

THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL

Name of Offering Firm: Matern Staffing, Inc.

Address of Offering Firm: 10712 Ballantraye Dr. Suite 312 Fredericksburg, VA 22407

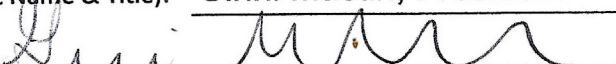
DSBSD Certification No.: 724811 **Expiration Date:** 10/16/2025

eVA ID: VA00144678 **Tax ID:** 81-3466911

Email: Ginni@maternstaffing.com **Telephone:** 540-604-5000

Website: http://www.maternstaffing.com **Fax:** 540-604-5001

Submitted By (Print Name & Title): Ginni Mastin, President

Signature (In Ink):  **Date:** 4/24/2023



RFP Number: **RFP_23-1521**
Organization Name: **Matern Staffing, Inc.**
EIN Number: **81-3466911** DUNS Number: **067666406**

**IN RESPONSE TO
University of Mary Washington
Request for Proposal**

For

**Temporary Staffing Services
University of Mary Washington
RFP_23-1521**

**Volume I
Technical Proposal**



RFP Number: **RFP_23-1521**
Organization Name: **Matern Staffing, Inc.**
EIN Number: **81-3466911** DUNS Number: **067666406**

4/24/2023

Lindsay Fare, Contract Officer
University of Mary Washington
Procurement Services / Reference RFP 23-1521
Eagle Village Executive Offices, Suite 480
1125 Emancipation Highway
Fredericksburg, VA 22401

Re: **RFP_23-1521**

Dear Ms. Fare

Matern Staffing is pleased to submit this proposal in response to **RFP_23-1521** for the provision of Temporary Staffing Services for the University of Mary Washington. As part of this submission, Matern Staffing fully agrees and will comply with all terms, conditions, and provisions included in the solicitation and agrees to furnish any or all items upon which prices are offered at the price set for each proposed item. Further, all required documentation, if not provided upon proposal, will be submitted at time of award.

Matern Staffing has a proven track record of providing high-quality permanent staffing solutions to various government, private, and commercial clients. At present, Matern Staffing has successfully provided more than 265,000 hours of temporary staffing coverage over the most recent 12 month fiscal period (2022). Matern Staffing has in place the processes, methods, plans, personnel, and other resources necessary that together meet every technical requirement of this proposal.

Matern Staffing has authorized me, Ginni Mastin, President, to negotiate on behalf of Matern Staffing with the Government in connection with this solicitation, as well as to sign the accompanying proposal. Both Matern Staffing's and my address, telephone, facsimile numbers, and electronic addresses are as follows:

Email: ginni@maternstaffing.com
Phone: 540-604-5000
Fax: 540-604-5001
Address: 10712 Ballantraye Dr. Suite 312
Fredericksburg, VA 22407
Web: <http://www.maternstaffing.com>

Thank you for your consideration of this proposal. Should you have any additional questions, please do not hesitate to contact me at 540-604-5000.

Sincerely,

Ginni Mastin
President & Founder



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RFP Section B.2. – Brief Description and History of Firm

Matern Staffing, Inc. is a certified **small woman-owned business (SWaM certified)** based in Fredericksburg, Virginia. Matern Staffing provides staffing solutions and job opportunities throughout the Virginia, Maryland, and Greater D.C. areas and has done so for nearly fifty (50) years. Matern Staffing has built long standing relationships with Government agencies, private businesses, and job applicants in a variety of services and understands the critical importance of matching the right candidate with the right company.

Matern Staffing provides staffing services in the following areas:

1. Temporary Staffing
2. Executive Search & Direct Placement
3. Contract to Hire

Leadership

The current Matern Staffing leadership team has over 10 years of experience in providing full-service staffing needs for its clients. Matern Staffing's management has an experienced cadre of persons to provide top quality staffing services that meet a wide variety of client needs.

Key Personnel of Matern Staffing include the below individuals.

Ginni Matern
President

- Overview
 - President & Founder of Matern Staffing, Ginni is a loyal leader to her employees and friendly advisor to all job applicants. Prior to founding Matern Staffing, Ginni worked alongside her mother, Cindy Duffer Matern, at Stat Employment. After her mother's sudden passing in 2015, Ginni became interim President of At Once Staffing and ultimately founded Matern Staffing in 2017.
- Role
 - Ginni is responsible for oversight of daily operations to ensure that Matern operates as a full-service employment agency including marketing, sales, client accounts, employee recruitment, payroll, and customer service
 - community.
- Memberships
 - Ginni currently serves on the Board of Directors for the Fredericksburg Chamber of Commerce and Caroline County YMCA. This is Ginni's second year serving on the American Staffing Association Women in Leadership Council and UMW Colloquium Advisory Board. She recently joined the Workforce Committee through the Fredericksburg Chamber of Commerce.

Kelly Roth
Chief Operating Officer

- Overview

- Kelly was born and raised in Manassas, VA and moved to Fredericksburg in 2004. She has over 33 years of staffing and recruiting experience in the Virginia market. Kelly started her career for a national agency followed by a small woman-owned business for 26 years, where she started in front desk administration and advanced to a manager position.
- Role
 - Management of internal personnel, business development, recruiting, and client retention.
- Memberships
 - Kelly is an active member of Crossroads Church in Fredericksburg where she served on the board. Kelly also served on the FRSHRM board and was HR Professional of the year in 2018.

Teresa West

Director of Staffing – Lead Recruiter

- Overview
 - Teresa has worked in the staffing industry in both the Fredericksburg, VA and Atlanta, GA areas. She helped staff the 1996 Bicentennial Olympics in Atlanta. After working in Atlanta, she relocated to the Virginia area.
- Role
 - Teresa will serve as the lead recruiter on this contract. Teresa joined our team in 2000 and is involved in all phases of employment: recruitment, job placement, and employee relations. She continues to build long-lasting relationships with the area's top businesses and is dedicated to finding the ideal match between the client's criteria and applicant's needs and abilities.

Brenda Madero,

Recruitment and Engagement Manager

- Overview
 - Brenda Madero is from El Paso, TX and has worked for many Fortune 500 companies like Walt Disney World, GE, DuPont and Apple in Mexico, Canada, and the US. Brenda's genuine care for others' happiness and well-being and her dynamic attitude forms a beautiful springboard for her career at Matern Staffing. Prior to joining Matern Staffing, Brenda worked for a staffing company in Austin, TX that specializes in the multi-family industry.
- Role
 - Brenda is responsible for the overall direction, coordination, and evaluation of the recruitment units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.



RFP Section B.3. – Experience

Matern Staffing has successfully placed employees in each of the job classifications included within the RFP.

RFP Section B.3.a – Identify Sales During Past 12 Months

- Matern Staffing has generated total sales of \$6.4 million over the most recent 12-month fiscal period (2022). Please note Matern Staffing has not had any direct sales with public Higher education institutions over the past 12 months, however, the firm (DBA At Once Staffing) provided temporary staffing services for the University of Mary Washington previously from 2010 – 2015.

RFP Section B.3.b – Providing Similar Services within past 3 Years

- Matern Staffing has successfully provided more than 265,000 hours of temporary staffing coverage over the past 12 months; including roughly 106,000 hours for clerical positions and roughly 159,000 hours for non-clerical positions similar to those listed in the RFP. Matern Staffing has a proven track record of success in providing exceptional staffing services to a variety of clients, including:
 - Rappahannock Electric Cooperative
 - Contact – John Hewa, CEO
 - Phone – 540-940-3092
 - Email – jhewa@myrec.coop
 - Services – Temporary staffing services for laborer and light industrial production positions.
 - Rappahannock Area Community Services Board
 - Contact – Michelle Runyon, Director of HR
 - Phone – 540-899-4400
 - Email – mrnyon@rappahannockareacsb.org
 - Services – Temporary staffing services for positions similar to those listed in the RFP.
 - Spotsylvania County
 - Contact – Laurie Newman, Chief Human Resource Officer,
 - Phone – 540.507.7286
 - Email – mrnyon@rappahannockareacsb.org
 - Services – Temporary staffing services for Temporary staffing services for positions similar to those listed in the RFP.

RFP Section B.3.c – Procedure for Requesting and Filling Staffing Requirements.

- Matern Staffing is confident in its ability to meet the staffing requirements of this solicitation by identifying, recruiting, and managing a pool of temporary hire candidates on an as-needed basis for each position UMW obligates to the contract. Matern Staffing has demonstrated the ability to successfully complete a project of this size and scope through its past performance providing similar services.
- Matern Staffing has developed a complete and comprehensive recruitment strategy with a priority to recruit and retain qualified and experienced candidates. Matern Staffing



utilizes its own website job board, popular job boards including Indeed, LinkedIn, Glassdoor, job fairs, social media sites, and networking events to recruit candidates. Matern Staffing also filters through an internal database applicant tracking system to determine if a match exists for an open position.

- The following methodology will be used for selecting and recruiting potential candidates for University of Mary Washington:

1. *Position Analysis*

Matern Staffing representative(s) will meet with the University of Mary Washington's contacts and any department heads of the agency to establish working relationships, discuss the project scope, outline requirements, and develop a timeframe for completion.

Interviews will be conducted with the key members of the department to determine specific duties and responsibility of the position, as well as expectations concerning education, experience, and characteristics of the candidates. Matern Staffing will also assist with establishing a job description.

2. *Recruitment and Preliminary Screening*

Matern Staffing will begin a search and recruitment process. Matern Staffing utilizes a variety of recruitment techniques to identify and retain highly qualified candidates (noted above).

Matern Staffing representatives will identify, review, and screen each application received based on the criteria developed with the University of Mary Washington.

3. *Contract Management*

Matern Staffing will have a dedicated point of contact to ensure successful contract performance and consistent communication with UMW contracting personnel. Matern Staffing's lead point of contact for this contract will be responsible for the following:

- Ensure all contract requirements are met in full.
- Communication with UMW personnel regarding coverage needs and potential candidates for presentation.
- Communication with internal staff regarding recruitment efforts and contract logistics.
- Ensure the quality and proper fit of candidates according to position descriptions.
- Address any concerns, questions, or issues during contract performance.

RFP Section B.3.d – Website URL and Other Relevant Information for Software

- Website – <http://www.maternstaffing.com>



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Organization Name: **Matern Staffing, Inc.**
EIN Number: **81-3466911** DUNS Number: **067666406**

- Matern Staffing utilizes ABD UltraStaff as its CRM software to manage all candidate files, client requests, job descriptions, payroll information, relevant documentation, recruitment data, timelines, etc.

RFP Section B.3.e – Sample Background Check

simpli✓**verified**

Background Screening Report
Simpliverified
1192 East Draper Parkway #232
Draper, UT 84020
Phone 855 837 1328
Fax 801 996 6997

FILE NUMBER 903557
REPORT TO Matern Staffing (Matern)
Fredericksburg, VA 22408-4257
Phone: -
Fax: -

REPORT DATE 02-10-2023
ORDER DATE 02-08-2023
REFERENCE WARA
TYPE Matern Staffing

Glenda Adams

Application Information

APPLICANT [REDACTED] SSN XXX XX [REDACTED] DOB 11 20 XXXX
ADDRESS(ES) [REDACTED] CITY / STATE / ZIP [REDACTED]

Investigative

7 yr. County Criminal Records Search

RESULTS **No Reportable Records Found**
NAME SEARCHED [REDACTED] SEARCH DATE 02-09-2023 9:34 AM MST
DOB SEARCHED [REDACTED] SEARCH SCOPE 7 Years
JURISDICTION VA-AUGUSTA

RESULTS **No Reportable Records Found**
NAME SEARCHED [REDACTED] SEARCH DATE 02-09-2023 12:50 PM MST
DOB SEARCHED [REDACTED] SEARCH SCOPE 7 Years
JURISDICTION VA-CHESTERFIELD

RESULTS **No Reportable Records Found**
NAME SEARCHED [REDACTED] SEARCH DATE 02-09-2023 12:50 PM MST
DOB SEARCHED [REDACTED] SEARCH SCOPE 7 Years
JURISDICTION VA-COLONIAL HEIGHTS CITY

RESULTS **No Reportable Records Found**
NAME SEARCHED [REDACTED] SEARCH DATE 02-08-2023 5:20 PM MST
DOB SEARCHED [REDACTED] SEARCH SCOPE 7 Years
JURISDICTION VA-DINWIDDIE



RFP Number: **RFP_23-1521**
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EIN Number: **81-3466911** DUNS Number: **067666406**

JURISDICTION VA HENRICO

RESULTS **No Reportable Records Found**

NAME [REDACTED] SEARCH DATE 02-09-2023 10:06 AM MST
DOB SEARCHED [REDACTED] SEARCH SCOPE NO RESTRICTIONS
JURISDICTION VA-PETERSBURG CITY

RESULTS **No Reportable Records Found**

NAME SEARCHED [REDACTED] SEARCH DATE 02-08-2023 3:14 PM MST
DOB SEARCHED [REDACTED]

CAUTION: Based on the information provided Simplivertified searched for public records in the sources referenced herein for criminal history information as permitted by federal and state law. 'No Reportable Records Found' means that our researchers could not locate a record that matched at least two personal identifiers (i.e., Name, SSN, Date of Birth, Address) for the subject in that jurisdiction. Further investigation into additional jurisdictions, or utilization of additional identifying information, may be warranted. Please call for assistance.

National Criminal Database eAlia Search

RESULTS **No Reportable Records Found**

NAME SEARCHED [REDACTED]
NAME VARIATION(S) SEARCHED [REDACTED]
JURISDICTION(S) SEARCHED [REDACTED]

The search you have selected is a search of our criminal database(s) and may not represent 100% coverage of all criminal records in all jurisdictions and/or sources. Coverage details available upon request.

SSN VALIDATION INFORMATION

Deced	No
Me age	Record
I ued Location	Virginia
I ued Date Range	1977

ADDRESSIDENTITY HISTORY INFORMATION

CAUTION: Based on the information provided Simplivertified searched for public records in the sources referenced herein for criminal history information as permitted by federal and state law. 'No Reportable Records Found' means that our researchers could not locate a record that matched the SSN and at least one personal identifier (i.e., Name or Date of Birth) for the subject in that jurisdiction. Further investigation into additional jurisdictions, or utilization of additional identifying information, may be warranted. Please call for assistance.

DI disclaimer

This report is furnished to you pursuant to the Agreement for Service between the parties and in compliance with the Fair Credit Reporting Act. This report is furnished based upon your certification that you have a reasonable reason to obtain this

RFP Section B.3.f – Information Regarding Other Staffing-Related Services

- Matern Staffing has direct experience as a full-service staffing firm for clerical and laborer positions. This includes management of daily recruitment, temporary staffing, direct hire needs, payroll, insurance, taxes, and year-end W-2s for employees.
- Matern Staffing has developed and maintained long-term customer partnerships and has developed a reputation for consistently supplying employers with superior service and qualified temporary and permanent help.

Sub-Contracting

Matern Staffing is a **fully certified small woman-owned business and will act as the prime vendor on this contract**. Matern Staffing has no plans to subcontract at this time. Please see **“Volume II – Attachments”** for a copy of Matern Staffing’s SWaM certification.

Insurance

Matern Staffing certifies that it shall maintain full liability coverages as needed per UMW requirements. Matern Staffing is currently fully insured with industry standard workers compensation policies. Please see **“Volume II – Attachments”** for a copy of Matern Staffing’s COI.



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Organization Name: **Matern Staffing, Inc.**

EIN Number: **81-3466911** DUNS Number: **067666406**

Contract Compliance

As part of this submission, **Matern Staffing fully agrees and will comply with all terms, conditions and provisions included in the solicitation and agrees to furnish any or all items upon which prices are offered at the price set for each proposed item.**

Matern Staffing agrees that all costs outlined in this proposal **shall be held firm and fixed for a period of ninety (90) days** following the submission of this proposal.



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**IN RESPONSE TO
University of Mary Washington
Request for Proposal**

For

**Temporary Staffing Services
University of Mary Washington
RFP_23-1521**

**Volume II
Attachments**



RFP Number: **RFP_23-1521**

Organization Name: **Matern Staffing, Inc.**

EIN Number: **81-3466911** DUNS Number: **067666406**

Attachment A
Pricing

ATTACHMENT A: PRICING

The Offeror agrees to provide services in compliance with the scope of work and the terms and conditions of the Request for Proposal at the rates quoted below or as negotiated.

	POSITION TITLE	REGULAR HOURLY RATE	OVERTIME HOURLY RATE
1	Executive Assistant		
2	Office Associate with Personal Computer Skills		
3	Accountant/Sr. Accountant		
4	Housekeeping Worker		
5	Grounds Worker		
6	General Laborer		
7	Office Associate with IT and A/V skills		
8	IT and A/V Technician		
9	Application Support Programmer		
10	Campus Buyer/Technical Support		
*	OTHER SERVICES		

*Please provide additional documentation regarding other related services offered, including all costs for using such services. Additional pages can be used.



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Attachment B
References

ATTACHMENT B: REFERENCES

Provide at LEAST three (3) references of current or recent past clients (no older than 3 years), preferably from higher education.

Reference #1	
Agency Name	
Contact Name	
Email	
Phone #	
# Years w/ Agency	
Solution Provided	

Reference #2	
Agency Name	
Contact Name	
Email	
Phone #	
# Years w/ Agency	
Solution Provided	

Reference #3	
Agency Name	
Contact Name	
Email	
Phone #	
# Years w/ Agency	
Solution Provided	



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Organization Name: **Matern Staffing, Inc.**

EIN Number: **81-3466911** DUNS Number: **067666406**

Attachment C

Small Business Sub Contracting Plan

ATTACHMENT C: SMALL BUSINESS SUBCONTRACTING PLAN

MUST BE COMPLETED AND RETURNED WITH PROPOSAL PACKAGE

All small businesses must be certified by the Commonwealth of Virginia, Department of Small Business and Supplier Diversity (DSBSD) by the due date of the solicitation to participate in the SWaM program. Certification applications are available through DSBSD online at <http://sbsd.virginia.gov>.

DEFINITIONS:

"Micro Business" means a business that is a certified Small Business under the SWaM Program and has no more than twenty-five (25) employees and no more than \$3 million in average annual revenue over the three-year period prior to their certification.

"Small business" means a business independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business. *Note: DSBSD-certified women- and minority-owned businesses shall also be considered small businesses when they have received DSBSD small business certification. (Code of Virginia, § 2.2-4310)*

"Woman-owned business" means a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women. *(Code of Virginia, § 2.2-4310)*

"Minority-owned business" means a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals. *(Code of Virginia, § 2.2-4310)*

Bidder Name: _____

Preparer Name: _____ **Date:** _____

INSTRUCTIONS:

- A. If you are certified by the Department of Small Business and Supplier Diversity (DSBSD) as a small business, complete only Section A of this form. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the bid to be considered and the bidder to be declared responsive, the bidder shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business in Section B.

ATTACHMENT C (CONT'D)

Section A

If you are certified by the Department of Small Business and Supplier Diversity (DSBSD), are you certified as a:

Check All That Apply: ☐ Micro Business ☐ Small Business ☐ Woman-Owned Business ☐ Minority-Owned Business

DSBSD Certification No.: _____ Expiration Date: _____

Section B

Populate the table below to show your plans for utilization of DSBSD-certified small businesses in the performance of this contract. This shall not exclude DSBSD-certified women-owned and minority-owned businesses that have received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement

Small Business Name, Address & DSBSD Cert No.	Indicate if also: Micro (O), Women (W), or Minority (M) Certified	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract (%)	Planned Contract Dollars During Initial Period of the Contract (\$)
Total Planned Subcontracting Spend (\$)					



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Organization Name: **Matern Staffing, Inc.**

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Attachment D
SWaM Certification

COMMONWEALTH OF VIRGINIA



DEPARTMENT OF SMALL BUSINESS & SUPPLIER DIVERSITY

101 N. 14th Street, 11th Floor
Richmond, VA 23219

MATERN STAFFING, INC

is a certified Small, Women Owned

Business meeting all the requirements set forth under the Code of Virginia Section 2.2-16.1 et seq.
and Administrative Code 7VAC 13-20 et seq.

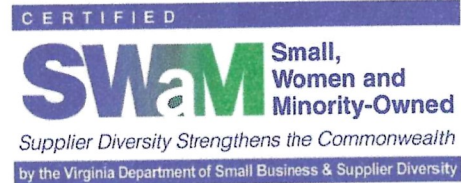
Certification Number: 724811

Valid Through: Oct 16, 2025

Accordingly Certified

A handwritten signature in blue ink, appearing to read "Tracey G. Wiley".

Tracey G. Wiley, Director





RFP Number: **RFP_23-1521**

Organization Name: **Matern Staffing, Inc.**

EIN Number: **81-3466911** DUNS Number: **067666406**

Attachment E

Proposal Submission Checklist

ATTACHMENT E: PROPOSAL SUBMISSION CHECKLIST

RFP 23-1521 Proposal Submission Checklist

It is important that the Offeror carefully read through the RFP and provide all required documentation. The proposal **MUST** be submitted and received on time to qualify for a chance at evaluation. Use this checklist as a guideline to ensure the proposal is complete before submission.

IMPORTANT DATES & REMINDERS

- No Questions Accepted after **April 11, 2023** at **2:00 PM**. All Questions must be directed toward the Procurement Officer for this solicitation: Lindsay Fare, lfare@umw.edu, and 540-654-1057.
- Proposal Due Date: **April 25, 2023** - Proposals submitted or received after **2:00 PM** as indicated by the official Procurement clock will NOT be accepted.
- All proposals must be submitted in a SEALED envelope identifying the firm's name and the solicitation number at a minimum. If sending the proposal by mail, the address to send the proposal to is located on the RFP Cover Page.
- **Read the ENTIRE RFP including terms and conditions and attachments carefully before submitting a proposal.**

REQUIRED DOCUMENT SUBMISSION

Acknowledgement:

☐ **The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or as a trade secret is not acceptable.** If, after being given reasonable time, the Offeror refuses to withdraw an entire classification designation, the proposal will be rejected.

Documents to Submit:

- ☐ Completed and signed RFP (Page 1)
- ☐ Any/All signed addenda
- ☐ Electronic Copy of Proposal regardless if submitting through eVA VBO or delivering in person (Original and Redacted)
- ☐ Description of the Offering firm's history and expertise
- ☐ Completed Attachment A: Pricing
- ☐ Completed Attachment B: References
- ☐ Completed Attachment C: Small Business Subcontracting Plan (if applicable)
- ☐ Completed Attachment D: SWaM Subcontracting Spend Reporting (if applicable)
- ☐ Completed Attachment E: Proposal Submission Checklist
- ☐ Any exceptions taken to University's Terms and Conditions
- ☐ Current Certificate of Liability Insurance



RFP Number: **RFP_23-1521**

Organization Name: **Matern Staffing, Inc.**

EIN Number: **81-3466911** DUNS Number: **067666406**

Attachment F
Certificate of Insurance

ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

3/16/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff Insurance Services 2108 W. Laburnum Ave Suite 300 PO Box 17370 Richmond, VA 23227	CONTACT NAME: Betty Curtis PHONE (A/C, No, Ext): 804 359-0044 FAX (A/C, No): 8887513010 E-MAIL ADDRESS: CertificatesVAWV@mcgriff.com																					
INSURED Matern Staffing, Inc. 4737 Jefferson Davis Highway, Suite B Fredericksburg, VA 22408	<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr> </thead> <tbody> <tr> <td colspan="2">INSURER A : Philadelphia Indemnity Insurance Co.</td><td>18058</td></tr> <tr> <td colspan="2">INSURER B : Key Risk Insurance Company</td><td>10885</td></tr> <tr> <td colspan="2">INSURER C :</td><td></td></tr> <tr> <td colspan="2">INSURER D :</td><td></td></tr> <tr> <td colspan="2">INSURER E :</td><td></td></tr> <tr> <td colspan="2">INSURER F :</td><td></td></tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A : Philadelphia Indemnity Insurance Co.		18058	INSURER B : Key Risk Insurance Company		10885	INSURER C :			INSURER D :			INSURER E :			INSURER F :		
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COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Abusive Acts \$1,000,000/\$1000 Ded GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER:			PHPK2264314	04/23/2021	04/23/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$20,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$1,000,000 \$2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			PHPK2264314	04/23/2021	04/23/2022	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10000			PHUB764912	04/23/2021	04/23/2022	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	KEY0138747	04/23/2021	04/23/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Crime 3rd Party			PHSD1623575	04/23/2021	04/23/2022	\$500,000 Occurrence
A	Employee Theft			PHSD1623575	04/23/2021	04/23/2022	\$1,000 Deductible
A	EPL Coverage			PHSD1623575	04/23/2021	04/23/2022	\$2,000,000/\$25,000 Ret

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Umbrella underlying coverage includes: General Liability; Employers Liability; Employee Benefits Liability; Hired/Non-owned Automobile Liability; Professional Liability

CERTIFICATE HOLDER**CANCELLATION**

George Mason University
Purchasing Department / Procurement Office
4400 University Drive, Mailstop 3C5
Fairfax, VA 22030

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Betty R. Curtis

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RFP Number: **RFP_23-1521**

Organization Name: **Matern Staffing, Inc.**

EIN Number: **81-3466911** DUNS Number: **067666406**

Attachment G
Addendums

ADDENDUM
April 17, 2023

ADDENDUM NO. 1 TO ALL OFFERORS:

Reference – Request for Proposals: RFP 23-1521: Temporary Staffing Services
Date Issued: March 28, 2023
For Delivery to: University of Mary Washington, Commonwealth of Virginia
Proposal Due Date: Tuesday, April 25, 2023 at 2:00 PM EST

This addendum consists of eight (8) pages.

Questions from Offerors:

- 1. Does the bidder have to respond to all the positions? If we submit bids for a few nonlabor categories will that result in disqualification?**

The offeror does not have to respond to all the positions listed on Attachment A: Pricing. If a bid is submitted for a few nonlabor categories you will not be disqualified.

- 2. Is there any preference for WOSB bidders in the contract?**

As part of the evaluation criteria listed in Section IX of the RFP, a point value of 10 will be given to those offerors that are Small, Woman and Minority Owned (SWaM) certified businesses in Virginia. Point values given for this particular category during evaluation will be less for businesses that are not SWaM and do not have plans to utilize a small business subcontractor as part of this procurement.

- 3. Kindly provide the last few years of spend against this contract and also the names of the incumbent bidders.**

Current Contract: UCPUMW 15-374 Temporary Staffing Services Fiscal Year (FY): July 1 – June 30 of each year					
Vendor Name	FY19	FY20	FY21	FY22	FY23 to date
Temporary Solutions, Inc.	\$81,136.75	\$17,070.00	\$ -	\$22,908.75	\$ -
Premier Staffing Source, Inc.	\$ -	\$ -	\$ -	\$ 1,717.20	\$76,231.35
1 st Choice, LLC	\$ 6,214.60	\$ -	\$ -	\$ -	\$ -

- 4. How are the requirements provided to the current set of vendors? Do you use a portal or are the hiring managers directly dealing with the vendor community?**

Currently, when there is a need on campus for a temporary employee the hiring managers from individual departments will either reach out to their office managers or Procurement with their specific needs. The office managers or Procurement will then reach out to the vendors on contract to see if they have someone qualified that can fill the position.

- 5. Will UMW consider expanding the radius to 130 miles instead of the physical office having to be within a one hundred-mile radius of UMW's campuses?**

No. We feel that having a physical office within the one-hundred (100) mile radius is sufficient.

- 6. Can companies registered in Maryland compete for this RFP, if the company is within the 100 miles of the UMW main campus?**

Yes, companies located in Maryland that are within the one-hundred (100) mile radius of UMW's campuses are able to compete for this RFP.

7. If a company is registered with the State of Maryland as a small business, does this meet small business qualifications stated in the RFP?

The offeror would need to be able to obtain the Virginia SWaM designation in order to fully meet the small business qualification. Small businesses from Maryland are able to register as SWaM in Virginia.

8. What if you currently hold cooperative contracts with CNU and GMU, can UMW utilize those contracts or do we need to bid on this RFP?

Since UMW is part of VASCUPP, we are able to utilize the cooperative contracts that are already in place. You do not need to bid on this RFP, but there is cooperative language being built into our UMW contract as well if you do choose to bid. Bidding may also offer a later expiration date.

9. What is the average length of assignment?

The average length of assignment varies amongst the different types of temporary positions needed on campus. We have had temporary employees for a few months and we have had some on campus for over a year. Most assignments are six to twelve months.

10. What is the longest assignment length of any contractor from the previous contract?

The longest known assignment lasted a few years and led to permanent employment with the University.

11. Which location experiences the most hiring needs?

UMW's main campus experiences the most hiring needs. The main campus is located at 1301 College Avenue, Fredericksburg, VA 22401.

12. Is it required to be able to staff all available positions if certain positions are outside a firm's specific capabilities, or can a firm bid on only certain positions?

No. The offeror does not need to be able to staff all positions listed in Attachment A: Pricing. You are able to bid on only certain positions that you can provide temporary employees for.

13. How often was the previous contract holder successful in filling openings within the first 48 hours?

Our current contractors have been very successful in filling specific openings within the first 48 hours. These are typically office associates, grounds workers and housekeepers.

14. Which positions have had the largest number of successful fills during the previous contract?

The most successful fills have been office associates, housekeepers, IT technicians, general laborers and grounds workers.

15. What has the University enjoyed most about working with the previous staffing vendors?

We have established great relationships with our current vendors. With hiring freezes for most part-time and full-time positions happening all over our campuses, it has been extremely beneficial to be able to rely on them to supply us with well qualified individuals on a temporary basis.

16. Please confirm if we can get the proposals or pricing of the incumbent(s).

Current contracts and pricing with the three active incumbents can be found using the link below.

[UCPUMW 15-374: Temporary Staffing Services](#)

17. Are there any pain points or issues with the current vendor(s)?

There are not necessarily pain points with our current vendors, but one issue we do run into is not having a sufficient pool of certified officials for our Athletics Department to utilize during various sports games. This need has become way more prominent in recent years.

18. Please confirm the anticipated number of awards.

We are anticipating awarding five vendors. A final determination will be made by the Evaluation Committee.

19. What is the budget for this bid?

There is not a specified budget for this bid as temporary employee needs spread across multiple campuses/departments with varying budgets. As stated in Section III - Background of the RFP, approximately \$290,000 has been spent by the University toward this contract since 2015. There was a decline in services for fiscal year 2020 and 2021 following the 2020 COVID-19 pandemic, but the employee needs are increasing again as shown in the FY22 and FY23 data provided on the table in response to Question 3.

20. How long does the University take to declare the winner of this award?

Our current contract is set to expire June 14, 2023. An Intent to Award will be publicly posted on the eVA VBO by June 4, 2023 with a June 15, 2023 start date.

21. Is there a particular person with whom we can contact for any issue on the bid, after it has been awarded? If so, can you share those details?

Lindsay Fare; Contract Officer | Procurement Services
Email: lfare@umw.edu; Phone: 540-654-1057

22. What is the maximum number of working hours for each position?

The only hours limit would be by department, based on budget limitations. Most temporary positions on campus are currently part-time with working hours under 30 hours/week. Benefits for temporary employees working over 40 hours/week would need to be discussed with the temporary staffing agency.

23. Is UMW accepting redlines to this agreement upon submission?

Redlines will be allowed during contract negotiations with qualified vendors. We will not be accepting any redlines to our mandatory terms and conditions.

24. In regards to Attachment A: Pricing, are you looking for additional skillsets that we can staff, or additional services outside of staffing (such as DE&I consulting, culture consulting, managed services) and pricing along with those services?

We are not necessarily looking for additional services outside of staffing, but you are free to include them in your proposal if you so choose.

25. Will the awarded vendor take over any payrolling for incumbent candidates?

No. Any work currently in process from orders placed prior to the expiration of the existing contract will continue to the end of the requested term based on the dates of services specified in the original University purchase order. New contract work will begin upon execution of contracts.

26. Regarding the number of proposals, is it mandatory to provide a redacted copy of the proposal (2 total copies or will the first one suffice)?

It is not mandatory to provide a redacted copy of the proposal. If submitting your proposal electronically through the eVA VBO, one (1) electronic copy is required. If mailing or delivering your proposal in person, one (1) hard copy and one (1) digital copy on a flash drive is required.

27. Can you share what roles are in higher demand? For example, are administrative/clerical or IT roles in higher demand than general labor/grounds keeper roles?

The roles in highest demand are office associates, IT technicians, general laborers, grounds workers and housekeepers.

28. Are any of these roles remote or hybrid?

Currently all roles are in person but that does not mean that a future need could not become a remote or hybrid position.

29. Section VII, F. 1: What source does UMW use to define a living wage?

U.S. Department of Labor and MIT's Living Wage Calculator for Virginia are used as estimator tools to define a living wage. Please see the table below as an example. This shows MIT's current living wage calculation for Fredericksburg, Virginia.

FREDERICKSBURG, VIRGINIA	1 ADULT				2 ADULTS (1 WORKING)				2 ADULTS (BOTH WORKING)			
	0 Children	1 Child	2 Children	3 Children	0 Children	1 Child	2 Children	3 Children	0 Children	1 Child	2 Children	3 Children
Hourly Wages												
Poverty Wage	\$6.53	\$8.80	\$11.07	\$13.34	\$8.80	\$11.07	\$13.34	\$15.61	\$4.40	\$5.54	\$6.67	\$7.81
Minimum Wage	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Living Wage	\$22.42	\$41.40	\$52.40	\$68.41	\$32.09	\$39.23	\$44.20	\$49.48	\$15.98	\$22.58	\$28.10	\$33.97

The University of Mary Washington is an academic community dedicated to the highest standards of scholarship, personal integrity, responsible conduct, and respect for the individual. In keeping with that value, the University has a responsibility to the community to ensure that all its employees, including those who are employed on a temporary basis, are treated fairly and with respect. To that end, a Contractor of the University shall ensure that all temporary employee wages comport with values of fairness, dignity and respect.

30. Section VII, H. 4: We understand and support UMW's standards of a professional and respectful environment. What recourse does the contractor and its temporary employee(s) have if they are not treated in the professional and respectful manner by the University's faculty/staff/students that is expected of the temporary employee?

Reports regarding incidents between the temporary employee and UMW faculty/staff should be directed to [UMW's Human Resources](#). Incidents between the temporary employee and UMW students should be reported using the [Bias Incident Report Form](#).

31. Small Business Subcontracting and Evidence of Compliance: Can contractors or subcontractors that are certified as small or disadvantaged businesses in the State of Maryland be used to meet the intent of this section to use small businesses? If yes, will the comparable State of Maryland credentials be acceptable? We see two of the expiring incumbent contracts are located in Maryland/have Maryland addresses.

No. Small and disadvantaged businesses in Maryland will need to register with the Department of Small Business and Supplier Diversity (DSBSD) in Virginia and become SWaM certified for their credentials to be acceptable.

32. Section VII, G.14 does not allow the contractor to charge any placement fee or agency fee for a temporary employee who submits application for full time employment with UMW. This is a significant risk to the contractor's margin, given the cost of background checks, turnaround times, and other requirements levied on the contractor by the RFP. Aside from incorporating this risk into the hourly wage rates, what other remediations will UMW accept?

The temporary employee would need to follow what was built into their contract with the temporary staffing agency. For example, if the agency states that the employee has to work a minimum of six months prior to accepting a permanent position, then UMW would respect the terms and conditions in place by the agency.

33. How many FTEs were on the previous contract? Has the PWS changed?

Our apologies, but our system is not capable of pulling that kind of data. The PWS really hasn't changed.

34. What are your Key Performance Indicators (KPI)?

Some KPIs would include the number of new hires from a particular vendor, the cost per hire, temporary employee satisfaction, speed and accuracy of work performed by employee, and customer satisfaction.

35. If we have a teaming agreement with a subcontractor, does the subcontractor's experience count as experience for the prime?

Yes, the subcontractor's experience does carry weight in the evaluation criteria for the prime. The Evaluation Committee will determine the allotted point value. Although, it may not be given the full point value it will most certainly count for a lot.

36. What is the average number of positions the University is looking to fill through this staffing solicitation each year?

It is hard to define an average number of positions because our temporary staffing needs and budgets change from year to year across the various departments.

37. What is the average dollar value spend earmarked for hiring the positions mentioned in the solicitation each year?

There is not a dollar value spend earmarked for each year. Departments are able to use their available budgets on temporary employees on an as-needed basis. This varies year to year. As stated in Section III - Background of the RFP, approximately \$290,000 has been spent by the University toward this contract since 2015. There was a decline in services for fiscal year 2020 and 2021 following the 2020 COVID-19 pandemic, but the needs are increasing again as shown in the FY22 and FY23 data provided in the table in response to number 3 of this addendum.

38. Could the Vendor provide the information for "Please identify the amount of sales your company has had (if any) during the last twelve months with each public Higher Education Institution within the Commonwealth of Virginia" after the award of the contract?

No. This information needs to be provided as it is part of the evaluation criteria.

39. Is it mandatory to submit "Provide website URL and any other relevant information for software used to request and fill position requirements for clients and/or for timekeeping of temporary personnel" with our proposal? We have our internal processes and the request is raised via email. If the vendor is not able to provide this URL, would it have any negative impact on the evaluation criteria?

It is not mandatory to provide a website URL. Your proposed methodology, procedures, etc. will all be part of the criteria used by the Evaluation Committee. A full point value for a particular criterion may not be given by the committee for a vendor that does not provide a website URL. The impact could be minimal.

40. We are SWaM Certified (Minority-owned) in the State of VA, do we still need to subcontract to a SWaM business?

No.

41. Could the University provide more information on what is actually required in the ATTACHMENT D: SWAM SUBCONTRACTING SPEND REPORTING?

The University of Mary Washington is required to report small business spend to the Department of Small Business and Supplier Diversity (DSBSD). Along with small business spend, importance is placed on utilizing local woman-owned and minority-owned businesses to procure goods and services for the University. If you are awarded this contract and you utilize services from subcontractors that are SWaM or Non-SWaM, you will need to fill out the SWaM Subcontractor Report provided in the link below quarterly.

[SWaM Subcontracting Spend Reporting](#)

42. Do the vendors need to submit ATTACHMENT D: SWAM SUBCONTRACTING SPEND REPORTING along with the proposal?

No. Attachment D is more for awareness in this RFP since this contract has an estimated value of over \$200,000. The online form will be filled out by the awarded vendors that use SWaM and Non-SWaM subcontractors throughout the contract period. If you are a certified SWaM business in Virginia or do not use subcontractors, this report will not pertain to you.

43. As per our understanding, the University requires one hard copy response and one electronic response in a flash drive, is it correct?

If you submit your proposal electronically through the eVA VBO, then you are not required to provide a hard copy response. If the proposal is mailed or hand delivered, one (1) hard copy response and one (1) digital copy on a flash drive is required.

44. Could the vendor submit electronic response via email?

No. Emailed responses are not allowed. Electronic proposal submissions are only allowed through the eVA VBO.

45. With reference to page 14, point 15 under the requirements of the contractor section, could you please waive off the physical office location which would give advantage to the local vendors? Can the vendor setup a physical office after the contract award?

No. A physical office location needs to be established prior to contract award and within a one-hundred (100) mile radius of UMW's campuses.

46. What are the mandatory benefits that vendors should provide to the temporary employees?

This is something that is federally mandated through the Affordable Care Act. UMW does not make this determination.

47. Under Small Business Subcontracting and Evidence of Compliance (p. 26) it states that "it is the goal of the University that 42% of its purchases are made from small businesses." Is 42% also the goal for this RFP, or is there a different % goal for small business subcontracting for this RFP?

Our SWaM goal of 42% is a University-wide goal in spend across all contracts within a fiscal year, not just this particular RFP for temporary staffing.

48. Is UMW anticipating a higher percentage of needs for any specific positions relative to others listed within the RFP? (i.e., clerical vs non-clerical)

There is a higher need for office associates, general laborers, housekeepers and grounds workers.

49. Due to the detailed information requested in this solicitation, can the district please extend the due date of this RFP?

No. We will not be extending the due date of this RFP.

50. Apart from end of tenure, is there any other reason to release this solicitation?

No.

51. Can the district please clarify how needs for vendor supplied contractors will be disseminated to awardees post award?

Vendors will be contacted for information by the office managers of the various departments or Procurement when services are needed. A general scope of work along with budget and timeline will be provided to the vendor on contract at that time.

52. Can the district please provide a detailed explanation for how points will be awarded for the pricing section of this solicitation (i.e. lowest bill rate receives maximum points, and next lowest vendor receives a prorated amount; lowest bill rate receives maximum points, and the next lowest vendor receives a predetermined amount of points)?

This is very typical to how points are awarded. Offers are not typically rated against each other. They are rated on their own merit against the RFP evaluation criteria.

53. When is the estimated contract award date, and how will the district communicate award status to vendors?

The Intent to Award will be posted publicly on the eVA VBO by June 4, 2023.

54. Can the district please describe the supplies and materials that contracted providers will have access to at the district? (wifi, computer access, testing material, office supplies, etc.)?

The supplies and materials provided will vary depending on the job requirements. All temporary employees will have access to the items needed to perform the work, whether that is a computer, WIFI, office supplies, maintenance materials, etc.

55. Is there a minimum amount of time that vendor-supplied staff has to work in order to be hired on internally? If so, how many hours or days worked?

This is something that the temporary staffing agency will need to determine if they have not already. UMW does not specifically have a minimum amount of time that needs to be worked prior to being hired on internally. If the temporary staffing agency has a minimum limit in place (i.e. six to twelve months), then UMW will honor that prior to hiring the employee permanently.

56. How many workers under each job classification are required on a weekly basis?

We don't require there to be a specific number of workers under each classification on a weekly basis.

57. What improvements would you like to see with vendors on the new contract?

We currently have the individual departments reaching out to our vendors on contract when temporary employment needs arise on campus. With our future vendors, it would be beneficial to have them send a monthly or bi-monthly email to UMW Procurement Services with the types of position titles they currently have people ready to fill. Procurement can then disperse this information to the departments on campus that frequently use temporary employees.

58. Are pay rate/bill rate ranges allowed?

Pay rates/bill rate ranges are not allowed. We need fixed regular hourly rates and overtime hourly rates for each position. Please add additional pages of position titles and fixed rates per hour to Attachment A of the RFP if more space is needed. Pricing negotiations will take place prior to a contract being awarded.

59. If multiple vendors are awarded, how are job tasks distributed?

It is up to each individual department on which vendor they decide to use for their temporary staffing needs.

60. Are we allowed to provide a lower and higher rate for the IT and A/V Technician positions? We feel that depending on the task order either a senior or junior individual may be proposed.

Any offeror is allowed to provide lower and higher rates for IT and A/V Technician positions as long as the rates are fixed per position title.

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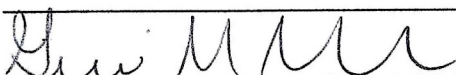
END OF ADDENDUM NO. 1

Lindsay Fare
Contract Officer
Procurement Services
University of Mary Washington
Phone: 540-654-1057

RFP 23-1521 Addendum No. 1 (and all addenda) should be acknowledged and included in the RFP submittal package.

NAME OF OFFERING FIRM: Matern Staffing, Inc.

NAME OF OFFEROR REPRESENTATIVE: Ginni Mastin, President

OFFEROR SIGNATURE: 

DATE: 4/24/2023