

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?

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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

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

NAME OF OFFERING FIRM: _____

NAME OF OFFEROR REPRESENTATIVE: _____

OFFEROR SIGNATURE: _____

DATE: _____