

Subject: Questions & Answers, 23RFP8935

In accordance with the subject Request for Proposal (RFP), the following are answers to questions which have been submitted prior to 5PM, on August 11, 2023. These questions are for informational purposes only; they do not alter the requirements specified within the RFP. Any changes to the RFP will be accomplished by the Office of Procurement Management through an addendum.

*The State's response will be in red font following the Vendor's question.

1. Regarding the scope of work, is your organization looking for HR Services or Temporary Services including recruitment or both? **Mostly HR Services and Temporary Services. Recruitment services if the occasion arises.**
2. What would the level required to be "on the ground"? Is a physical presence required to be ongoing? **Majority of the time, a physical presence is needed, only in special circumstances will "work from home" be allowed. This will be a case-by-case basis.**
3. No where in Section 3.3 in the RFP Structure to include the cost proposal. Do you want this to be a separate document or embedded within the response? **Within the cost proposal as a separate document.**
4. Do you need recruitment support or just looking for payrolling work? **Majority of the time recruitment support will not be needed.**
5. Can you explain clear instructions for cost proposal response? **The cost proposal should be submitted as a separate document uniform and concise in the cost proposal structure.**
6. Any estimated hours of work needed? **Hours will vary upon project needs and funding; 15-40 hours weekly.**
7. Any pay rate decided by the government? **Payrate is based from State Government paygrade scale of available assigned job positions.**
8. Are you looking for a mark-up from the vendor for payrolling work? **Yes, the mark-up rate is wanted as part of the billing, but it will not be the only determining factor.**

9. Can we submit an unaudited financial statement?

The State prefers audited financial statements, but will accept unaudited financial statements.

10. What would be the number of awards you intend to give (approximate number)? One award

11. Please provide us with an estimated or NTE budget allocated for this contract. The budget will be determined upon review of proposals.

12. Is this an old contract or new contract? New

13. What is the tentative start date of this engagement? November 2023

14. What is the work location of the proposed candidates? Rapid City, SD

15. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again? New contract. Incumbent is Adecco Employment Services. They are eligible to submit a proposal.

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

17. Could you please share the previous spending on this contract, if any? The current 3-year contract the budget is \$225,000.

18. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting? No, subcontracting is not mandatory.

19. How many positions were used in the previous contract? There are five positions used in the contract.

20. How many requisitions will be required per year or throughout the contract? One requisition

21. If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets? Yes

22. Can we provide hourly rate ranges for the given positions? **Paid hourly rate ranges from \$15 per hour to \$23 per hour based on experience.**

23. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance? **Most of the work is done onsite or in the field within the State of South Dakota.**

24. Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes? **Resumes are not required at proposal submission. If recruiting is requested that would be the appropriate time to submit resumes.**

25. Could you please provide the list of holidays? **New Years Day, MLK Day, Presidents Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Native American Day, Veterans Day, Thanksgiving, Christmas Day.**

26. Are there any mandated Paid Time Off, Vacation, etc.? **No**

27. What is the anticipated number of awards? **One**

28. Do you require a local vendor? **No**

29. Is this a new initiative? If not, who are the vendors? **Current vendor is Adecco Employment Services.**

30. What is the estimated budget for this project?
The budget will be determined upon review of proposals.

31. Will we need to payroll any incumbent staff, if so how many employees?
This is a possibility, 1– 3 existing staff.

32. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services. **Current contractor is Adecco Employment Services.**

33. Can you please let us know the previous spending of this contract. **The previous 3-year contract budget was \$225,000**

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

The current contract is available on our open records website
open.sd.gov

35. Are there any pain points or issues with the current vendor(s)? **Immaterial issues.**
36. Please confirm the anticipated number of awards. **One award**
37. Is sub-contracting mandatory for this contract? **No**
38. Are there any set-asides? **No**
39. Please provide the previous spending of the Contract. **The previous 3-year contract spending is approximately \$225,000**
40. To offer you competitive pricing, could the State share incumbent's cost proposal?
The previous 3-year contract spending is approximately \$225,000
41. Please describe the issues/problems that the State is facing under the current contract? **No material issues.**
42. How many temporaries are currently working under this contract? Also, please specify whether the new vendor(s) can make the transition of all the current temporaries whose project is ongoing? **There are three temporary staff currently. Yes, all temporary staff can make the transition.**
43. How many temporaries have been hired by the State in the current contract? **Three staff hired during the last 3-year contract.**
44. Please confirm , How many references we need submit with the proposal.
Three previous examples of similar work.
45. What is the overall budget of the contract? **A proposed budget of \$250,000 over a 3-year contract.**
46. Is there any local preference? **No preference.**
47. Please clarify, the proper format to prepared the cost proposal?
Cost proposals should be submitted as a separate document.

48. Please clarify, we need to provide the bill rate or pay rate in the cost proposal ? **Yes.**

49. What is the average time the State takes to hire temporary candidates? **This is irrelevant to our needs.**

50. Could the State confirm no. of awards it intends? **One award.**

51. Does the State seek copy of Insurance along with the proposal? **Yes**

52. To offer you competitive pricing, could the share incumbent's cost proposal?

The previous 3-year contract spending is approximately \$225,000

53. How many temporaries have been hired by the State in the current contract? **There have been 3 positions filled by the State under the current contract.**

54. It Is mandatory to provide the local office in the State of SD? **No.**

55. Please disclose the incumbents' name and if possible please provide the incumbent proposals? **Adecco Employment Services. More information is available on open.sd.gov**

56. Is there any preference to the local vendor ? **No**

57. What is the anticipated budget and need of this bid? **The anticipated budget will be \$150,000 annually.**

58. Where will Q&A and addendum be posted. (Please share link of the portal)

<https://sourcing.esmsolutions.com/postingboard/entities/3444a404-3818-494f-84c5-2a850acd7779>

59. Is this a new bid or any incumbent? **New bid.**

60. Is it mandatory to hold a local office to be eligible to bid? **No.**

61. Section 1.1 references you are looking for positions "as further stated in Section 2 below". I do not see a Section 2 nor an indication in any other section what positions you're looking for.

Section 2 can be found on page 5 of the RFP.

62. Is this solicitation for consulting services or is it solely for temporary staffing?

Temporary staffing

63. What are your most commonly requested positions? Archaeological technician, and curation assistant.

64. How many workers under each job classification are required on a weekly basis? Most positions are seasonal. An average 1-3 workers a week during that time.

65. Are vendors required to bid on all positions/categories? Yes.

66. How many vendors do you intend to award? One award

67. Who are your current vendors? Adecco Employment Services

68. What are the bill rates and pay rates of your current vendors? Current vendor bill rates are at 33.73% per position.

69. What is the estimated contract value? Estimated at \$125,000 per year

70. How much did you spend on these services last year? The last five years? Approximately \$118,000 was spent in the last fiscal year.

71. What are any challenges or pain points with the present contract vendors? Immaterial challenges

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

73. Are pay rate/bill rate ranges allowed? Yes

74. If multiple vendors are awarded, how are job tasks distributed? **Only one vendor will be awarded.**
75. Why is this solicitation being put out to bid? **Current contract is expiring,**
76. Is this a new contract or renewal of an existing contract? **New contract.**
77. Is this a single award or multi-award contract? **Single award**
78. If it is multi-award contract, how many awards will be made under this contract? **Only one contract will be awarded.**
79. If there is an existing contract, could you please share the name of the Current Contractors (who are currently providing Temporary Staffing Assistance to State)? **Adecco Employment Services**
80. Could you please share the current contractor's pricing and Proposals?
The current 3-year contract the budget is \$225,000.
The current contract is available on our open records website
open.sd.gov
81. Can you share details from where we can get old proposal details?
The current contract is available on our open records website
open.sd.gov
82. Can you please share the email id/details where we can raise the public record request for old RFP?
The current contract is available on our open records website
open.sd.gov
83. Is there any issue with existing contractors? **Minimal issues.**
84. When was the existing contract started, and what is the annual spent value of the current contract since inception? **Contract started Nov of 2020.**
Last fiscal year \$118,000 was spent.
85. Can you please let us know the previous spending on this contract?
Please Confirm. **Previous contract amount was \$225,000**
86. Can you please share the amount of business each Contractor did under this contract in previous years? **Previous**

87. Would State be allowing vendors to submit similar experience with commercial clients? Please confirm.

Yes.

88. Would State be giving preference to those vendors who has similar experience with government clients? Please confirm.

The State will award points based on record of past performance.

89. How many positions are expected to fill under this contract? The positions will vary, 1-3 seasonal workers will be needed April-October. Year-round positions estimated at 1-2 staff.

90. Would State be giving preference to vendors who has past experience with State? Please confirm.

The State will score in accordance with the rubric in the RFP document.

91. Please share the minimum estimated hours for all job positions? Minimum estimates hours for archaeological field technician, aide, etc. would be 30-40 hours weekly. Curation assistant is 20-30 hours weekly,

92. Please share the total number of temporary staff placed annually under the ongoing contract? Annually four staff positions

93. Please share the most commonly filled position. Archaeological technician

94. How will job requests be shared among multiple awarded Contractors? Please confirm. Only one contract will be awarded.

95. Do we need to provide fully burdened hourly bill rate as part of pricing? The cost proposal should project all expected expenses.

96. Is it mandatory to bid on all categories/disciplines? Please confirm. Yes.

97. Can you please share any additional job positions required in the resulting contract? None at this time.

98. Can we provide large commercial references? Please confirm. No

99. Is it mandatory to provide public agency references. Please confirm. No

100. Can we provide bill rate range for the job positions? **Yes.**

101. Can we provide price sheet of our own format? Please confirm.
Yes.

102. Can we provide mark up for the job positions mentioned in the RFP document? Please confirm. **Yes**

103. We could not find any cost proposal form. Can you please share the cost proposal? Please confirm.
The State does not have a cost proposal form.

104. Do we need to provide cost proposal with the proposal? If yes, could you please share the format of the cost proposal?
The cost proposal should be submitted with the proposal as a separate document.

105. Can we provide W-9 form in place of Taxpayer Identification Number (TIN) Verification form in the response? Please confirm. **The State will provide a substitute W-9 form that will need to be completed.**