



**SNHD-9-RFP-18-002
ADDENDUM A01**

REQUEST FOR PROPOSALS (RFP) No.: SNHD-9-RFP-18-002

TITLE: TEMPORARY STAFFING SERVICES

ADDENDUM ISSUE DATE: January 9, 2018

CLOSING DATE & TIME: ON OR BEFORE noon PT January 30, 2018

Information for Proposers

The following information is provided to answer questions raised by potential proposers.
This Addendum #A01 contains 3 pages in total.

1. What was temp spend in 2016? And/or number of assignments filled in 2016?
2016 – Warehousing - \$7,000, Security - \$39,000
2. Anticipated/Estimated temp for 2017?
2017 – Accounting - \$6,000, General Labor - \$3,200
3. Where does the heaviest spend fall?
As we do not have a contract in place, we are unable to respond to this question. We anticipate accounting, administrative assistant, security, and IT.
4. To price competitively on Attachment B is there a baseline pay rate or pay rate we can be provided to start from per role?
There is no starting rate. Please see revised Attachment B for clarification.
5. Just confirming ‘Fully Loaded’ means the bill rate?
Yes, the cost for the temporary employee plus for example, overhead, background check, profit, etc.
6. Payment terms - I do not see payment terms listed. What are they? Or can we expect invoices will be paid ‘Due Upon Receipt’?
Payment terms are Net 30. Invoices may be submitted every two weeks.
7. Page 8, paragraph #11 - Would web time, our electronic timesheet system be acceptable versus a wet signature? Information provided on electronic timecards include all things listed, however it would be electron approval.
Yes, electronic timesheets are acceptable.
8. Is there a potential for ‘Direct Hire’ or are all positions temporary, temp to hire only? As a government agency, we must offer all open positions to all qualified, interested candidates. A temporary employee will be able to compete for any open external positions, as allowed by their contract with Contractor.

9. Page 7, paragraph 7 – Regard conversions, after what period of hours or days worked would a conversion be allowed to occur with ‘no further obligation (financial or otherwise)’, to the staffing provider? **0 hours**
10. What is SNHD’s background screening criteria? I.E.> 7 year, high and/or low courts etc.
Seven-year criminal background investigation will include all state felony convictions and pending felony charges; and state misdemeanor convictions and pending misdemeanor charges involving crimes of dishonesty or violence.
11. Page 6, paragraph 10 – Complimentary Services, is this in reference to skill testing not background screening? Where should the ‘pre-determined cost’ to Health District be entered on this RFP?
This is training the Contractor will provide to SNHD managers and supervisors on how to work with temporary staff. This training will be at no cost to SNHD.
12. Page 5, section 2, number 2.4 – Where is the allowance for Nevada OT laws as far as Overtime? (i.e. we must comply with overtime also being applicable for over 8 hours in a day, if the employee is being paid less than \$12.38 an hour. Or is it that all roles must be quoted to allow all employees to be paid at least this rate?)
Overtime is considered any work exceeding 40 hours in any scheduled week or more than 8 hours in any workday, but only if all time worked is at SNHD. For example, if a temp employee worked 5 hours at SNHD and 5 hours at another firm, SNHD would NOT be liable for overtime payment. We have no minimum hourly rate to be quoted as long as it follows minimum wage requirements.
13. Page 2, section B, 3rd paragraph – How do I “officially request a copy of the RFP”, so as to received list of questions and answers when compiled?
If you received a copy of this RFP via direct e-mail from SNHD, you are on the list and will receive Addenda as they are released. If you are award of this RFP by seeing it posted on the SNHD website, Demand Star or via other means, if you let SNHD know you are interested, you will be added to the list, and Addenda will be e-mailed to you. Or you can periodically check the SNHD Internet Notices webpage for any addenda issued.
14. If we do submit a bid, must we bid on all categories or just the categories pertinent to our expertise?
Please see Attachment B. Proposers are not required to include a price for all areas listed, however, you may receive a lower evaluation score. More than one firm may be awarded a contract.

All Addenda will become a part of the Contract Documents

**ATTACHMENT B-A01
Pricing Proposal Form**

Contractor: _____

Provide a fully loaded hourly **billing** rate for the following categories. **This billing rate should be your average rate for this category clients were billed in 2017 (if 2017 data is not available use 2016 and escalate accordingly).** If you are not able to fulfill a requirement, place N/A in the right column and fully explain why you are not able to fulfill that category on a separate sheet. Your firm will not be disqualified if you are not able to fulfill all requirements; however, your proposal may receive a lower evaluation score.

Any additional non-medical job categories offered by Proposer not listed below may be included in a separate document. If Proposer is selected for award, some or all of these additional categories may be added to the contract award. These additional categories will not be scored.

A brief description of anticipated duties for each category is included below.

Temporary Job Category	Fully Loaded Hourly Rate
Accounting Technician	\$
Accountant I	\$
Accountant II	\$
Administrative Aide	\$
Administrative Secretary	\$
Contract Administrator	\$
Courier	\$
IT Systems Administrator	\$
Janitor	\$
Legal Secretary	\$
Payroll Clerk	\$
Procurement Clerk	\$
Purchasing Agent	\$
Security Aide	\$
Warehouse Clerk	\$

Description of Temporary Job Categories:

Accounting Technician – Post data to ledgers, reconcile and adjust journal entries, prepare daily cash receipts, provide detailed and accurate work as assigned.

Accountant I – Post data to various ledgers, registers. Prepare reimbursement requests for federal and state grants; monitor grant related expenditures as instructed by higher level staff.

Accountant II - Monitor financial activity on assigned programs and prepare monthly expenditure reports for program managers. Reconcile Health District general ledger, revenue accounts, expenditures and cash balances.

Administrative Aide – Answers phones, types notes, scan, copy and file documents, pick up departments’ mail and distribute. Enter data in computer as instructed.