



**SNHD-9-RFP-18-002  
ADDENDUM A02**

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

**TITLE:** TEMPORARY STAFFING SERVICES

**ADDENDUM ISSUE DATE:** January 18, 2018

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

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**Information for Proposers**

The following information is provided to answer questions raised by potential proposers.  
This Addendum #A02 contains 2 pages in total.

1. What are SNHD's current hourly rates for the positions listed in the RFP?  
[SNHD job descriptions are locate at](#)  
<http://agency.governmentjobs.com//snhd/default.cfm?action=agencyspecs>
2. Who are the incumbents and how long were they in service of the contract?  
[There is no incumbent contractor.](#)
3. What is the anticipated total value of the contract?  
[\\$30,000 - \\$45,000 per year](#)
4. What specific drug screenings are required?  
[5 panel](#)
5. Will Proposers be allowed to pass through the cost for background checks and drug screen (at no additional markup) to SNHD?  
[Include these costs in your fully loaded/marked up hourly rate.](#)
6. Would Proposers be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to SNHD?  
[No, but exceptions may be negotiated prior to award.](#)
7. With respect to Affordable Care Act (ACA) costs, would SNHD prefer these charges a s a separate line item on the invoices, or instead incorporated directly into each Proposer's administrative fee/mark-up rates? Please clarify.  
[Include these costs in your fully loaded/marked up rate.](#)
8. If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?  
[Yes.](#)
9. What are the bill rates currently?  
[We do not have current contracted hourly rates for these positions.](#)

10. What vendor has this contract now?  
There is no current contract.
11. How many temporary employees on average are assigned?  
We currently do not have a contract for non-Medical temp employees.
12. How many billable hours per year?  
See response above.
13. What type of positions are commonly requested on a daily basis?  
See response above. We anticipate a few requests per month for the categories listed in the RFP.
14. What is the average length of an assignment?  
We anticipate 2 – 6 months per request.
15. Will you be providing job descriptions?  
Yes, job descriptions will be provided for each required position.
16. Is there an estimated budget allocated for this RFP?  
Less than \$50,000 per year.
17. How many vendors are you looking to contract with?  
Two
18. Will orders be placed by individual departments or from a central location such as HR?  
Initial contact will be through Contracts Department, but details will be settled between requester and contractor, including resume review and interview. Once decision has been made, Contracts Department will complete the process.
19. Is this the first time SNHD has used staffing companies.  
SNHD had temporary staffing contract prior to 2013. SNHD competed and awarded a contract for medical staffing requirements in 2015.
20. Can/will SNHD supply us with a pay range for each position? (We have found in the past that people making more or less than their co-workers can cause animosity.)  
See response to question 1 above,

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**All Addenda will become a part of the Contract Documents**

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