

Temporary Staffing Services PVL
Amendment #1: Questions and Answers
 INVITATION FOR BIDS No. 2023-01
 RFx: 3160005986

The following responses to Questions and Requests for Clarification amend the IFB as stated below:

	Question	Response
1	Would the State please provide the temporary staffing services program’s calendar year 2022 spend?	<p>You can view the historical spending on temporary staffing in the State of Mississippi at:</p> <p>https://www.transparency.ms.gov/</p> <p>Click “CONTRACTS” on the menu bar and then “State of Mississippi Contracts” for a searchable database of State contracts.</p>
2	Would the State please break out the temporary staffing services spend for the calendar year 2022 by the respective four category types: General Office Support, Administrative Office Support, Accounting Office Support, and Warehouse Clerk?	<p>The State is not able to break out the spend.</p> <p>Please see response to question #1.</p>
3	Would the State please break out the temporary staffing services spend for the calendar year 2022 by the respective eight geographic regions: North Delta, South Delta, Central, Southwest, Pinebelt, Coastal, East Central, and Northeast?	<p>The State is not able to break out the spend.</p> <p>Please see response to question #1.</p>
4	Would the State please provide the number of unique new starts for calendar year 2022 by the respective four category types: General Office Support, Administrative Office Support, Accounting Office Support and Warehouse Clerk?	<p>The State is not able to provide that information.</p> <p>Please see response to question #1.</p>

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Amendment #1: Questions and Answers
 INVITATION FOR BIDS No. 2023-01
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5	Would the State please provide the total number of people on temporary assignment for the week of June 26, 2023 by respective four category types: General Office Support, Administrative Office Support, Accounting Office Support and Warehouse Clerk??	The State is not able to provide that information. Please see response to question #1.
6	Would the State please provide the total number of people on temporary assignment for the week of June 26, 2023 by the respective eight regions: North Delta, South Delta, Central, Southwest, Pinebelt, Coastal, East Central, and Northeast?	The State is not able to provide that information. Please see response to question #1.
7	Would the State please provide the number of vendors on the current temporary staffing services contract?	There are eight vendors listed on the current Temporary Staffing Services Preapproved Vendor List (PVL).
8	Would the State please provide the number of vendors on the current temporary staffing services contract by the respective eight regions: North Delta, South Delta, Central, Southwest, Pinebelt, Coastal, East Central, and Northeast?	Information on the current temporary staffing services PVL can be found at the following link: Temporary Staffing Preapproved Vendor List
9	Would the State please provide the job titles underneath the respective four category types: General Office Support, Administrative Office Support, Accounting Office Support and Warehouse Clerk?	Official job titles will vary depending on the State Agency with whom a vendor is contracted.
10	Does the State anticipate the use of this contract in emergency/disaster response situations, such as flooding or hurricanes?	The use of this contract will vary depending on the State Agency with whom a vendor is contracted.

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Amendment #1: Questions and Answers
 INVITATION FOR BIDS No. 2023-01
 RFx: 3160005986

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11	How high above ground level will warehouse workers be required to perform duties?	The use of this contract will vary depending on the State Agency with whom a vendor is contracted.
12	Will Vendor be allowed to invoice Contracting State Agency for temporary staffing employees time required to complete an orientation specific to the State Contracting Agency?	Orientation, as mentioned in Section 2.2.4 , is billable. The Contracting Agency must explicitly request an orientation as described in Section 2.2.4 for it to be billable.
13	Under Section 3.8., in regards to current contracts, will the Vendor be allowed to terminate the current contracts in place, and replace with this new enforced temporary staffing contract?	Any contract terminations, renewals or new contracts are at the sole discretion of the Contracting Agency.
14	Can a Vendor ONLY participate in the Rolling Awards if they were NOT selected as a Preapproved Preferred Vendor for this contract?	Yes. The Office of Personal Service Contract Review (OPSCR) will add rolling awards to the original list annually. Any bids included on the updated PVL will be placed after the original list of vendors.
15	Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.	No. Information on the current temporary staffing services PVL can be found at the following link: Temporary Staffing Preapproved Vendor List
16	Can you please let us know the previous spending of this contract?	This Invitation for Bids (IFB) is to create a list of preapproved vendors available for State Agencies on an as-needed basis at fixed unit pricing. It is not for a single contract. See response to Question # 1 for historical spending across state agencies.

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 RFx: 3160005986

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17	Please confirm if we can get the proposals or pricing of the incumbent(s).	The current vendors did not submit proposals. The bid prices submitted by these vendors can be found at the following link: https://www.dfa.ms.gov/preapproved-vendor-information
18	Are there any pain points or issues with the current vendor(s)?	The issues vary depending on the individual State Agency and the incumbent. Agencies have reported the following pain points/issues: <ul style="list-style-type: none"> • Delays of one to two weeks in providing staff promptly • Failure to provide background checks and required licensure • Excessive absenteeism • Invoice price discrepancies
19	Please confirm the anticipated number of awards.	There is no limit to the number of vendors who are eligible to be awarded. Please refer to Section 4.2.3 of the IFB to understand how OPSCR will determine who is placed on the PVL.
20	What would be the number of awards you intend to give (approximate number)?	See response to Question # 19.
21	Please provide us with an estimated or NTE budget allocated for this contract.	The budget will vary depending on the State Agency with whom a vendor is contracted.
22	Is this an old contract or new contact?	This IFB is to create a list of preapproved vendors available for State Agencies on an as-needed basis. It is not for a single contract. OPSCR has maintained this temporary staffing PVL since 2012.

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23	What is the tentative start date of this engagement?	Pending approval by the Public Procurement Review Board (PPRB), it is anticipated that the PVL will be effective on October 4, 2023.
24	What is the work location of the proposed candidates?	The work location will vary depending on the State Agency with whom a vendor is contracted.
25	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?	This IFB is to create a list of preapproved vendors available for State Agencies on an as-needed basis at fixed unit pricing. It is not for a single contract. Visit the following link to view the current preapproved vendor list and rates: https://www.dfa.ms.gov/preapproved-vendor-information Incumbents may submit a bid.
26	Are there any pain points or issues with the current vendor(s)?	See response to Question # 18.
27	Could you please share the previous spending on this contract, if any?	See response to Question # 16.
28	Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?	No.
29	How many positions were used in the previous contract?	The volume and headcount vary depending on the State Agency with whom a vendor is contracted.

Temporary Staffing Services PVL
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 INVITATION FOR BIDS No. 2023-01
 RFx: 3160005986

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30	How many requisitions will be required per year or throughout the contract?	The volume and headcount will vary depending on the State Agency with whom a vendor is contracted.
31	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?	As stated in Section 2.2.2 of the IFB, vendors are required to maintain a workforce pool that can meet the needs of the Contracting Agency within forty-eight (48) hours.
32	Can we provide hourly rate ranges for the given positions?	A specific rate is required for each category of service.
33	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?	The work location will vary depending on the State Agency with whom a vendor is contracted. An allowance for remote work will be at the Agency's discretion. As stated in Section 2.3 , the Agency will provide a detailed scope and specific work requirements once it selects and considers a vendor on the PVL.
34	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?	No.
35	Could you please provide the list of holidays?	You may find a list of the state holidays at the following link: https://www.dfa.ms.gov/hr-state-holidays
36	Are there any mandated Paid Time Off, Vacation, etc.?	No.
37	Are vendors responsible for payroll taxes and deductions?	Yes. This is one of the required contract deliverables, per Section 2.2.6 of the IFB.

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Amendment #1: Questions and Answers
 INVITATION FOR BIDS No. 2023-01
 RFx: 3160005986

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38	Due to the brief time between Q&A submission and responses to those questions prior to response due date, can we respectfully request a two-week extension to provide a thorough response once those answers are obtained?	No extension is being issued at this time.
39	Are the consultants required for this opportunity able to be subbed out at the start, pending they are equally qualified as those portrayed in the response resumes?	No consultants or resumes are required as part of this solicitation.
40	Does the State have an estimated number of people required to complete the requirements per the RFP?	The number of people required will vary depending on the State Agency with whom a vendor is contracted.
41	Who, if any, are the incumbent providers to date?	See response to Question # 15.
42	What major stakeholders would we be working with to complete these assessments?	There are no assessments listed in this solicitation.
43	Would the State consider using the GSA to procure these services?	No.
44	Is the State giving preference to local vendors?	No.
45	Will the State share the evaluation scorecard each vendor receives?	No.

Temporary Staffing Services PVL
Amendment #1: Questions and Answers
 INVITATION FOR BIDS No. 2023-01
 RFx: 3160005986

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46	Can we submit financials separately due to confidentiality?	Financials are not required with a vendor’s bid submission.
47	How many vendors will be awarded?	See response to Question # 19.
48	Are there incumbent vendors from a previous contract? If so who and how many?	Yes. See responses to Questions # 7 and # 15.
49	How many positions does the county usually fill using temporary labor each year?	See response to Question # 30.
50	Will this contract have cooperative purchasing language so other entities can buy off it?	No.
51	Are there any terms for buyout included? For instance, if the county wanted to hire a temporary employee after 3 months, would their employer receive a buyout fee?	No.
52	Can companies add in additional benefits they offer even if it is not asked for?	Vendors may incorporate added benefits, but bids submitted must include all associated costs with no additional or hidden fees. See Attachment C of the IFB. Moreover, vendors will only be evaluated on what is outlined in the IFB. See Section 4.2.1 of the IFB.
53	Will awarded companies be able to speak with county employees directly when gathering information on open positions and upcoming positions?	Yes. Vendors are welcome to reach out to State Agencies regarding their potential temporary staffing needs.

Temporary Staffing Services PVL
Amendment #1: Questions and Answers
INVITATION FOR BIDS No. 2023-01
RFx: 3160005986

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54	Will all openings go to all awards vendors, or can county employees choose to work with only certain awarded vendors?	Agencies can choose to contract with any of the vendors on the preapproved vendor list. Agencies are encouraged, but not required, to contact the lowest-priced vendor for the services needed. Furthermore, placement on the PVL does not guarantee the issuance of a contract. (See Section 1.2 of the IFB.)
55	What format would they like exceptions to be listed?	A bid response that contains terms and conditions that do not align with those specified in the bid document may be rejected as non-responsive. See Section 4.2.2.2 of the IFB.
56	Are contractors able to add labor categories to this opportunity?	No.
57	What was the temp usage broken down by region and category for last year?	Please see response to question #2 and #3.
58	How much holiday work and overtime were worked last year?	Holiday work and overtime vary depending on the State Agency with whom a vendor is contracted.
59	What are the NET terms for payment of invoices?	Mississippi Code § 31-7-305(3) allows a state entity to pay undisputed invoices within forty-five (45) days. The State requires the vendor to submit invoices electronically.
60	What does the hiring process look like? Are interviews required or are most positions direct send orders?	The hiring process and interview requirements vary depending on the State Agency with whom a vendor is contracted.
61	How many are long term temps vs. temp to permanent positions?	If temp-to-perm positions exist, they will vary depending on the State Agency with whom a vendor is contracted.

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Amendment #1: Questions and Answers
 INVITATION FOR BIDS No. 2023-01
 RFX: 3160005986

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62	What are the conversion times? Is this something that we decide in the contract?	There are no temp-to-perm time requirements built in to the PVL. If conversion time requirements exist, they will vary depending on the State Agency with whom a vendor is contracted.
63	Is there an existing contract for these services?	Please see response to question #8.
64	Could you provide a link to the existing contract?	Please see response to question #8.
65	Could you share the historic or anticipated spend per region?	Please see response to question #1 and #3.
66	Is this a re-compete IFB?	No.
67	Could you please name Current Suppliers (who are currently providing services to Agency)?	Please see response to question #15.
68	Could you please share current Suppliers pricing and Proposals?	Please see response to question #17.
69	When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?	Please see response to question #1 and #22.

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 RFx: 3160005986

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70	How many resources are currently engaged in the current contract?	Please see the response to question #29.
71	Can you please share the no. of positions served in previous years under this contract?	Please see response to question #29.
72	Can you please share the amount of business each vendor did under this contract in previous years?	Please see response to question #1.
73	Is there any local preference for this contract?	Please see response to question #44.
74	What will be the estimated annual budget for this project?	Please see response to question #21.
75	How many positions we can expect under this contract throughout the given term?	Please see the response to question #29.
76	How many vendors agency is planning to select?	Please see response to question #19.
77	What would be the shift timings for the given positions?	The shift timings will vary depending on the State Agency with whom a vendor is contracted.
78	Can you please confirm the most commonly filled positions of this contract?	Please see the response to question #29.

Temporary Staffing Services PVL
Amendment #1: Questions and Answers
 INVITATION FOR BIDS No. 2023-01
 RFx: 3160005986

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79	In order to be responsive, is it mandatory to bid on all job positions/Categories?	No. See Section 2.4.3 of the IFB.
80	In order to be responsive, is it mandatory to bid on all regions?	No. See Section 2.4.2 of the IFB.
81	How will job requests be shared among multiple awarded Contractors? Please confirm.	Please see response to question #54.
82	Can you please share the estimated budget per year for this contract?	Please see response to question #21.
83	When was the existing contract started, and what is the annual spent value of the current contract since inception?	Please see response to question #1 and #22.
84	Please share the minimum estimated hours for all job categories?	Contracting Agencies cannot guarantee any Vendor a minimum number of hours. Please see Section 2.8.2 of the IFB.
85	Do we need to provide fully burdened hourly bill rate as part of pricing?	Yes. All pricing for temporary staffing services should include all associated costs with no additional or hidden fees. See Attachment C of the IFB.
86	Can we use electronic signature in the bid? Please confirm.	Yes.
87	Is subcontracting mandatory to be responsive for this IFB? Please confirm.	Please see response to question #28.

Temporary Staffing Services PVL
Amendment #1: Questions and Answers
INVITATION FOR BIDS No. 2023-01
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88	Please specify the type of subcontractors and goal percentage.	Please see response to question #28.
89	Could you please share the list of potential subcontractor's directory?	Please see the response to question #28.
90	We are an NMSDC Certified MBE firm do we qualify to fulfil the MBE subcontracting goal of this contract?	Please see the response to question #28.
91	Could you please confirm if we can suffice the requirement with our Umbrella cover?	Compliance with coverage requirements will be determined by each individual Agency.
92	Is it mandatory to provide Employee Dishonesty Insurance or Fidelity Bond Insurance with the proposal. Please confirm.	No. However, a current Certificate of Insurance reflecting the required coverage must be received before a vendor can execute any contract with an Agency.
93	As of now, we do not have Employee Dishonesty Insurance or Fidelity Bond Insurance in our certificate of insurance (COI). Can we provide COI after intent to award. Please confirm.	Yes.
94	To be responsive, is it mandatory to maintain a permanent place of business in each region where services are required?	No. If a vendor is not physically located in the region on which it bid, there is a section on the Bid Form (Attachment C) where the vendor must explain how it will supply temporary staffing services to agencies in that region.
95	To be responsive, is it mandatory to have a local business office in each region where services are required?	Please see response to question #94.

Temporary Staffing Services PVL
Amendment #1: Questions and Answers
 INVITATION FOR BIDS No. 2023-01
 RFx: 3160005986

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96	Can we provide large commercial references? Please confirm.	Yes. Please see Section 3.1.3 for additional information on providing references.
97	Is it mandatory to provide public client references. Please confirm.	No. Please see Section 3.1.3 for additional information on providing references.
98	Who are the current incumbents providing services to the county?	Please see response to question #15.
99	Can we have access to the incumbents' pricing proposals?	Please see response to question #17.
100	Is this an initial IFB release? If not, what is the reason for re-releasing this IFB?	This is a new IFB.
101	What is the historical spent on this contract?	Please see response to question #1.
102	Is there any requirement of subcontract?	Please see response to question #28.
103	What is the estimated budget of this contract?	Please see response to question #21.
104	What is the estimated budget for this contract?	Please see response to question #21.

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 RFx: 3160005986

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105	What was the client's spend in relation to the Current Staff Augmentation Contract for the previous years?	Please see response to question #1.
106	Is there any incumbent for this contract or is this for a new contract? If yes, can you please let us know the name of incumbent, their hourly rate and historical spend?	Please see response to question #1, #15, and #17.
107	How many requirements are anticipated to be released annually?	The State is not able to provide that information. Please see response to question #1.
108	Please confirm if there is any local preference?	Please see response to question #44.
109	How many awards to be made under this contract?	Please see response to question #19.
110	On average how many temporary staff are deployed at any given time?	The State is not able to provide that information. Please see response to question #1.
111	What is the expected lead time for vendor to provide requested contracted staff?	Please see response to question #31.
112	What is the minimum duration of each contract position?	This will vary depending on the Agency issuing the contract.

Temporary Staffing Services PVL
Amendment #1: Questions and Answers
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 RFx: 3160005986

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113	How do you release your requirements once awarded? Direct, email or any specific portal.	Our State Agencies will have access to the PVL when and if it is approved by the PPRB. Agencies will reach out to vendors directly as needs arise. The method of contact will vary depending on the State Agency.
114	When I tried to register with the Mississippi Secretary of State website, it is requesting a physical address in Mississippi and we do not currently have an address there yet. Is there a work-around for this requirement?	The Secretary of State’s Business Services Division can assist you registration. You will find additional information at the following link: Business Services & Regulation
115	Is this a new IFB, or a renewal of a current IFB?	Please see response to question #100.
116	If previous bid, what was the contract total in dollars?	Please see response to question #1.
117	What is the estimate of the current bid’s size in dollars and staffing numbers?	The State is not able to provide that information. Please see response to question #1
118	Will redlines of the agreement be accepted?	Any exceptions taken to the IFB may result in disqualification. If any changes are made to the Sample Contract (Attachment G), the Agency must submit a redline version to OPSCR. This redline version cannot make substantive changes to the original scope of the IFB and is subject to OPSCR approval.
119	Are we permitted to put the response in our own format or is it required to answer the questions on the bid document forms?	The bid submission must contain all required documents listed in Section 3.1 of the IFB. The pricing must be submitted on the provided bid form.
120	Are the warehouse positions basic warehouse positions or are they all above ground?	The warehouse position requirements will vary depending on the State Agency with whom a vendor is contracted.

Temporary Staffing Services PVL
Amendment #1: Questions and Answers
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 RFx: 3160005986

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121	Is there a state pay rate matrix for the positions contained within this bid?	No.
122	How many vendors does the state anticipate awarding?	Please see response to question #19.
123	Please provide the temp spend for the verticals under opportunity.	Please see response to question #1.
124	Please provide background and drug screening requirements.	The background and drug screening requirements will vary depending on the State Agency with whom a vendor is contracted.
125	Are vendors permitted to use their own time keeping systems?	Please see Section 2.8.3.3 of the IFB.
126	Can you please provide the active vendor details?	Please see response to question #15.
127	Is there a provisional budget allocated for the anticipated contract?	Please see response to question #21.
128	Can you please provide the rate card?	You can find the current rates at the following link: https://www.dfa.ms.gov/preapproved-vendor-information
129	Can you please provide previous spending information?	Please see response to question #1.

Temporary Staffing Services PVL
Amendment #1: Questions and Answers
 INVITATION FOR BIDS No. 2023-01
 RFx: 3160005986

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130	Can you please provide the number of positions released last year and this year?	Please see response to question #29.
131	Can you please share the anticipated number of awards?	Please see response to question #19.
132	Can you please provide the list of positions titles required for this RFP?	All positions are listed in Section 2.1 of the IFB.

Section 2.7.1.3. is amended as follows:

Employee Dishonesty Insurance or Fidelity Bond Insurance with third-party liability coverage and with minimum limits of ~~\$100,000.00~~ \$1,000,000.00.

Receipt of Amendment #1 Acknowledged: (signature) _____

Name (Print): _____ **Date:** _____

Company: _____ **Title:** _____