ST. CLOUD STATE UNIVERSITY
RFQ for STAFFING AGENCIES

ADDENDUM NO. ONE

The Proposal due date of June 30th, 2020 will not change as a result of this Addendum No. One.

CLARIFICATION:

1. Does this RFQ include executive search services (for example, national searches for high-level positions such as president and provost)? No. It is the intent to use Staffing Agencies to fulfill selected temporary positions at St. Cloud State University.

2. What are the job categories/titles and does this include administrative, executive positions, Temporary/contract, evaluation hire, direct hire, commercial, industrial, professional, and or IT Staffing? The job categories or titles we typically have a need for are administrative office staff but may have a need for other positions in the future. Please provide examples of the types of positions your agency may be able to supply.

3. Is there will be any preference given to local vendors? Preference (local), Service Disabled / Veteran-Owned Business and Individuals are awarded scores from 0-15 in accordance to section 3.3 within the RFQ.

4. Is this bid a re-compete of an ongoing contract? If yes, then please share the details of the incumbents. A Request for Qualifications is to obtain a “pool” of vendors to use when the need for Staff Services is warranted. In regards to “details of the incumbents”, please read section 1.14 of the RFQ.

5. How many temporary resources are currently engaged in the current contract? Please also provide the bifurcation of the resources supplied by each incumbent. We currently do not have any temporary employees/employees at St. Cloud State that are employed through a Staffing Agency.

6. When did the existing contract get started, and what is the annual monetary spent value of the current contract since inception? We do not have enough history to be able to answer this question effectively. Please also refer to section 1.14 of the RFQ in regards to your question.

7. Is there any defined Not-To-Exceed (NTE) budget of this bid for the base term? No.

8. How many vendors does the agency/department intend to award? One or two but may award more if the need arises.

9. Is there any possibility of the due date to get extended? Not at this time.

10. Do we need to submit Exhibit C and Exhibit D with the proposal? If your proposals could be in excess of $100,000 Exhibit C is required with your submission. If your proposal is in excess of $500,000 Exhibit D is required with your submission. SCSU does not require the $150 application fee that is mentioned in Exhibit D to be submitted.
11. Do you have spend dollars allocated to different openings/positions depending on the volume? If so could you be more detailed in how that is divided up? St. Cloud State will reach out to a Staffing Agency to fill a specific temporary position in the event we are unable to fill ourselves. These are primarily non-faculty, and non-administrative positions.

12. In addition to the qualifications you are also looking for proposal to be submitted? Yes.

13. Are you looking at a flat bill rate to SCSU or a mark-up%? SCSU would like an estimate of anticipated wage/hour and markup rate for entry level, medium skilled, and experience general office staff.

14. Describe how vendors under contract will receive a fair share of business without vendor rotation of job orders implemented in the procurement process? A Request for Qualifications is to obtain a “pool” of vendors to use when the need for Staff Services is warranted.

15. Please describe the issues/problems that the SCSU is facing under the current contract? SCSU does not have any issues or problems with the current contract.

16. Please specify the major categories on which SCSU requires temporary staff? Administrative Office Staff.

17. What are the most frequently used job title in the subject mentioned RFQ? Administrative Office Staff.

18. Does the SCSU have any set format of pricing for vendors? Pricing is usually determined by the hourly pay rate we would like to pay a specific individual plus the markup from the vendor. The markup would be the competitive factor.

19. It is our understanding that with the proposal the SCSU requires Exhibit A – Proposal Offering Form, Exhibit C – State of Minnesota – Affirmative Action Certification, Exhibit D – Equal Pay Certificate Application (if applicable), Exhibit E – Veteran Owned Preference Form (if applicable) and a Proof of authority of the signing person. Is it correct? Yes.

20. It is our understanding that the SCSU requires the Certificate of Insurance before the execution of the contract. Is it correct? Yes.

21. Does the SCSU require any references from the vendors? If yes, how many and under which section? You may submit as few or as many references from that the Staffing Agency works with. This is not required.

22. Refer to 3.3 General Selection Criteria, Point C. Proposed Services – “Personnel that may be provided to SCSU” It is our understanding that the SCSU is looking for vendor’s project/account management team who will be responsible for providing the services throughout the contract duration. Is it correct? This refers to the types of temporary staff you are able to provide to SCSU.

23. Is there any pre-defined response format of SCSU? Or the vendor can prepare response as per section 3.3 General Selection Criteria? We have not prepared a pre-defined response format.

24. Can you add additional vendors during the 5 year term? Yes
25. Are there any mandatory allocation percentage for minority firms? If the firm is currently registered as a Targeted Group, Economically Disadvantaged and Veteran-Owned small businesses with Minnesota’s Office of State Procurement (OSP).

26. Can the work be done remotely, or all the work needs to be done onsite only?

27. Is university looking for Temporary Staff augmentation using this RFP? Yes, we will use temp staff to fill in when there are no other resources available to fill in for emergency or temporary positions.

28. What is the budget of this RFP? Estimate 40k/yr. on high end

29. When is pre-proposal conference and is it mandatory? Flexible, as needed. Not mandatory? It has been determined that a pre-proposal conference is not necessary and is not scheduled. SCSU may meet with individual responders after proposal submission.

30. Do we need to provide cost in Commission exhibit F: Commissioner Plan? These are set prices that the State of Minnesota reimburses for travel expenses. SCSU anticipates that travel will not be associated with the contract.

31. Is it mandatory for the awarded bidder to have a physical presence in the State? If so can this be implemented at the time of award? No.

32. Do we need to have a local business license for St Cloud? Is this required at the time of bidding at the award? No.

33. Do we need to register our business with Minnesota’s Secretary of State? If so does this need be done at the time of bidding or award? In order to do business with Minnesota State Institution or State Agencies you must be registered as a supplier. This is not required at the time of proposal submission.

34. Will 3rd party testing be required for candidate qualification? No.

35. Does the University provide any paid vacation, paid sick day, or paid holidays to temporary employees? SCSU does not provide these benefits and is the option of the agency.

36. List of benefits current temporaries is receiving from the incumbent. None.

37. List of vacation and holidays current employees receiving from the incumbents. Benefit eligibility for staff and employees of SCSU are determined by the eligibility based on prescribed factors.

38. List of mandatory benefits set by the SCSU. If any. None of the benefits offered are through SCSU they are available through Minnesota State.

39. Are there any Service Level Agreements [SLA’s] expected in regards to submissions of candidates to positions and the time needed for a temporary employee to start? This would be discussed with the Staffing Agency if/when the need to fulfill a specific position is warranted.
40. Does the University have a holiday schedule for the calendar year? If employees are required to work on holidays are they paid overtime or straight time? There are 10 recognized Holidays. Generally, these holidays are not scheduled as work time.

41. Can you provide us an overview of the types of background, reference, and drug tests that would be required? Generally none but may be requested for some positions and can be done with the agencies discretion.

42. Can you confirm that we would need to get an Equal Pay Certificate only after the contract is awarded and if we have less than 40 employees? An Equal Pay Certificate is not required at the time of submission and only if contract value is greater than $500,000.
The above ADDENDUM Number One shall be attached to and become part of the bid. Receipt of this Addendum No. 1 shall be acknowledged by including it with the bid. Failure to do so may subject BIDDER to disqualification.

END OF ADDENDUM NO. ONE

St. Cloud State University
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Ted Mears
Director of Purchasing

Dated this 22 day of June, 2020.