

**REQUEST FOR PROPOSAL (RFP)
TEMPORARY EMPLOYMENT SERVICES
FOR THE CITY OF STOCKTON, CALIFORNIA
PUR 23-036**

ADDENDUM No. 3

DATE: 7/20/2023

To All Potential Proponents:

A. This Addendum shall be considered part of the proposal documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original proposal documents, this Addendum shall govern and take precedence. PROPONENTS MUST SIGN THE ADDENDUM AND SUBMIT IT WITH THEIR PROPOSALS.

B. Proponents are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each Proponent's Proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

PLEASE NOTE THE FOLLOWING QUESTIONS/ANSWERS/CHANGES TO (PUR 23-036). THE CITY'S RESPONSES TO QUESTIONS SUBMITTED ARE IN BLUE

SOLICITATION UPDATE

1. Section 4.6 PROPOSAL FEE is replaced with the following language:

Proponent must submit a signed proposal fee under sealed, separate envelope. Do not include with the technical proposal response. Provide detailed basic fee structure and break-down of any other charges related to your firm's proposal as specified. Proponent shall complete Exhibit 4 Proposal Fee Rate Sheet for the individual temporary employment services. This fee schedule should include costs for all services required in this RFP. This proposal shall provide a cost summary for each scope component. Relevant expenses and timeline of payment must also be included. Finalist's fee structure may be subject to negotiation.

2. Exhibit 3 Temporary Employment Services Contract has been added as a response to questions that have been submitted regarding the RFP for Temporary Services Agreement.
3. Exhibit 4 Proposal Fee Rate Sheet has been added to accompany the updated language for Section 4.6 PROPOSAL FEE.
4. Attachment 1 and 2 Pre-employment policies for fingerprinting and drug screening.

QUESTIONS & ANSWERS

1. Would these services be requested for Civil Engineering, Survey, Construction Management, Construction Engineering, Construction Inspection?
[The City will not be requesting these services.](#)

2. If Construction Project Management is one of the City of Stockton's requested services may the Project Manager/Construction Manager/Resident Engineer be a licensed contractor in the state of California in lieu of a professional engineer?
No, the City will not be requesting these services.

3. Is this a re-compete RFP?
- Is this a new contract?
 - Is this a new initiative?
 - Is this a re-compete RFP?
 - Is this a fresh opportunity?

The previous contract was on a COOP this is open to all.

The City utilized the U.S Communities/Omnia Contract number 16111. See Exhibit 3.

4. Could you please share the name of the Current Suppliers (who are currently providing services to the Agency)?
- Please provide the names of the current vendor(s) providing services.
 - Who is the incumbent for this opportunity?
 - Could you please name the current Supplier(s)?
 - Kindly share the names of the incumbent bidders.
 - Who are the current incumbents?
 - Is there any incumbent associated with this project?
 - If applicable, who is the incumbent for these services?

The current vendor is ACRO.

5. Could you please share the current Supplier's pricing and Proposals?
- Please share the names and contract amounts of the previous vendors.
 - Could you please share the current Supplier's cost proposal and technical Proposal?
 - Could you please share the Bid tabulation and Bid Scoring?
 - Please confirm if we can get the proposals or pricing of incumbent.
 - Can we request information regarding the incumbent or current contractor engaged in this project?
 - Is it feasible to obtain the current compensation and billing rates for the candidates or resources involved in the ongoing contract?
 - Can we have access to the incumbents' pricing proposals?
 - Please let us know the previous spending of this contract?
 - Spending/budget on the contract till present?
 - What is the current contract value with the incumbent?
 - Requesting Proposals of awarded Vendor.
 - What are the City's current rates and mark-ups for the positions listed in the solicitation?

Budget and value of spending is dependent on departmental needs. Rates for current contract can be found in Exhibit 3.

6. When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?
- Please share the historical spending of this contract since it has been started.

- b. Can you provide us with historical expenditure data pertaining to this solicitation?
- c. What is the City's historical usage and yearly spend for this contract during the past three (3) years?
- d. For how long have they served the City of Stockton in this capacity?
- e. What is the historical spend on this contract?
- f. Can you please share the amount of business each vendor did under this contract in previous years?
- g. Kindly provide the last few years of spend against this contract.

Please refer to answer for question 5.

7. How many resources are currently engaged in the current contract?
- a. How many personnel are presently assigned to this contract?
 - b. How many resources are currently engaged in the current contract? Please share titles and count.

Three (3) total; two (2) Office Assistants I, and one (1) Office Assistant II

8. Can you please share the no. of positions served in previous years under this contract?
- a. How many temporary positions were utilized in the previous year by the agency?

There have been approximately 20-25 positions needed in previous years.

9. What will be the estimated annual budget for this project?
- a. What is the budget for this bid?
 - b. What is the estimated annual budget for this project?
 - c. Has a provisional budget been allocated for the anticipated contract?
 - d. What is the estimated budget for this RFP?
 - e. Could the City provide information about the budget for this project?
 - f. What is the anticipated annual and total spend for this contract?
 - g. What is the allocated budget for this project?
 - h. What is the approximate budget for the project?

The estimated budget for this project/RFP is unknown as it varies according to departmental needs.

10. Where is the "Proponent's Fee Schedule"?
- a. Is there any form to be used for the price proposal like "Proponents Fee Schedule" form as mentioned in the RFP?
 - b. Is there any specific fee format to be used while preparing cost proposals?
 - c. Can the City of Stockton provide more information on what is actually required in Section 4.6 Proposal Fee?

See above Solicitation Update, 4.6 Proposal Fee, language update, Proposal Fee Rate Sheet, Exhibit 4.

11. Is Financial Statement Mandatory?

Yes, please refer to section 4.4 Financial Statement.

12. Are there pain points or issues with the current vendor(s)?
- Could you offer insights into any notable challenges or areas of concern associated with this contract?

The City has not experienced any pain points or challenges with the current vendor.

13. Please confirm the anticipated number of awards.
- Will the City consider awarding more than three to five vendors?
 - How many awards does the City anticipate making?

The City intends to award one or more qualified proponents.

14. If we submit bids for a few categories will that result in disqualification?
- In order to be responsive, is it mandatory to bid on all job positions/categories?
 - Does the bidder have to respond to all the positions listed under 2.1 Qualifying Requirement?
 - Are vendors allowed to participate in only one of the categories of services listed in RFP or is it mandatory requirement to bid in all of them?
 - Could the City clarify if vendors could provide services to only one category mentioned in the RFP?
 - Could the City clarify if we have to provide positions under the categories for the proposal fee?
 - Are vendors required to provide temporary employment services to all the categories listed?
 - Will the City favor vendors that can provide services in all categories listed in the RFP?
 - Are respondents required to bid on all positions and categories in order to be deemed responsive?
 - If not all-or nothing, will bidding on only select positions negatively impact respondents' evaluation score?
 - Will there be preference given to Vendors who will bid for all categories?
 - Can you please confirm if the Pool of Vendors selected would be specific to each category or for the entire project?

Proponents are welcome to submit for as many or as few categories that exist in the City's proposal Rate Fee template.

15. Is there any preference for Small, Women and minority owned bidders in the contract?
- Could the City please confirm if there is any mandatory MBE/WBE/SBE/DBE goal for this contract?

There is no preference for Small, Women and Minority owned bidders.

16. What is the longest assignment length of any contractor from the previous contract?
- The longest assignment had been for five (5) plus years.

17. Which positions have had the largest number of fills during the previous contract?
- Can you share what roles are in higher demand? For example, are Professional Category (Clerical and Administrative) or IT roles in higher demand than Accounting and Finance?

- b. How many workers under each job classification are required on a weekly basis?
- c. How many positions we can expect under this contract throughout the given term?
- d. Can you please confirm the most commonly filled position of this contract?

Most common filled positions are in the Accounting/Finance and Clerical field. However, the number of workers needed are dependent on departmental needs.

18. What has the City of Stockton enjoyed most about working with the previous staffing vendor(s)?

The ease of obtaining staff when needed.

19. Is the City of Stockton accepting redlines to this agreement for incumbent candidates?

Proponent may submit redlines, however that does not obligate the City to the request. Awarded Proponents will have opportunity to negotiate.

20. Will the awarded vendor take over any payrolling for incumbent candidates?

Decision will be up to the Departments' discretion.

21. Are any roles of these roles remote or hybrid?

- a. Will any of the positions be remote or hybrid?

No, there will not be any remote or hybrid positions.

22. Could the City clarify if they are looking for vendors that provide in-house personnel for these services?

The City is seeking temporary staffing services that will fulfil on-site staffing needs.

23. Can the City of Stockton please clarify how the needs will be disseminated to awardees post award?

- b. How will job requests be shared among multiple awarded Contractors?

An email from the City regarding positions needed to be will be disseminated to all contractors. Contractors(s) will then submit the qualifying resumes back within a specified time frame for the City to review. Selection will be made after the City determines the best qualified candidate.

24. Can the City of Stockton please provide a detailed explanation on how points will be awarded for the pricing section of this solicitation?

Default Dimensions & Weights.

Qualification	20%
Professional Experience	25%
Industry Expertise	20%
Capacity	15%
Price	10%
Short List Interview (if applicable)	10%

25. When is the estimated contract award date, and how will the City communicate award status to vendors?
- When does the City anticipate completing its evaluation and notifying respondents of its recommended awardee(s)?
The date of award notification is unknown. However, the Contract is estimated to commence on January 1, 2024.
26. Can the City of Stockton please describe the supplies and materials that contracted providers will have access to while on assignment?
Depending on the position(s) needs, basic office supplies and material will be supplied. The City also provides PPE supplies such as reflective vests, hardhats and boots. The City reserves the right to deny unnecessary materials but will provide all protective equipment the City employees receive.
27. What is the average dollar value spend earmarked for hiring the positions mentioned in the solicitation each year?
- Is there a minimum amount of time that vendor-supplied staff has to work in order to be hired on internally? If so how many hours or days worked?
 - Could we propose a temp to permanent hire conversion fee in our proposal?
There is no known spend earmarked for hiring. Departments request temporary assistance on an as needed basis. Temporary staff are limited to a thousand (1000) hours per Fiscal Year. If temporary staff are interested in obtaining City Employment, they will need to complete the normal Civil Service Process. No conversion fees would be paid.
28. What would be the shift timings for the given positions?
- How many hours are typically worked each week by contractors in each category?
The City has various departments with various hours, early mornings to late evenings, however most clerical and administrative positions hours are 7:00 am and 5:30 pm on an 9/80 schedule. The hours temporary staff will fill on a daily basis is up to the Department and their specific needs.
29. What pay ranges do you typically pay employees in each category?
To View ranges, use link below:
<http://www.stocktonca.gov/government/departments/humanResources/salarySchedule.html>
30. What is the maximum number of working hours for each position, or the average length of assignment for each category?
The Maximum working hours is one Thousand (1000)
31. Is there any local preference for this contract? If yes how many extra point will they be awarded in the proposal evaluation criteria?
See RFP Section 6.2 Local Business preference.
32. Would you be accepting references from public as well as commercial entities?
- Could the City clarify if commercial references are allowed?
Yes, the City will accept both commercial and public references.

33. Are there any mandatory sub contraction requirements of the solicitation? If yes, please confirm the sub-contracting goal that can fulfil the requirement?
No, there isn't any mandatory sub-contraction requirements, however Proponent should add sub-contraction information in the proposal.

34. Please provide the directory of potential subcontractors.
This information is not available.

35. Could you please confirm what exactly is the optional in the mode of proposal submission, as the word "or" does not clarify the statement?

- a. Do we have to choose one method of delivering the proposal, either by submitting hard copies of the proposal along with a USB containing the electronic version of proposal, or by submitting hardcopies of the proposal along with an email attachment to city.clerk@stocktonca.gov?
- b. Does the proposal need to be submitted by either as a Hardcopy or electronic mail. If we send our proposal only via electronic mail, will it be acceptable and fulfil the proposal submission requirement?
- c. Could you please confirm if bidders are required to submit (1) one original version only?
- d. Will the City accept electronic proposals?
- e. Can we submit our proposal electronically?

Proponent's submission shall be the following: Submit one (1) original and four (4) copies or your proposal/qualifications. Additionally, Proponent must submit one (1) electronic version of the proposal via USB or emailing city.clerk@stocktonca.gov.

36. Is there any applicable file size, font size font type, etc., like requirements for the electronic copy of the proposal?

See 4.1 Proposal Guidelines, Content, and format.

37. We are registered with "the California Secretary of State" and we also have an office in Santa Clara, CA so do we still need a City of Stockton Business license to qualify as a vendor?

- a. Is the City of Stockton Business license required with the response or is this a post award requirement?

Please Call the Business License office at (209)937-8313 or visit the City's Business Licensing website:

<http://www.stocktonca.gov/government/departments/adminServices/blic.html>

38. If yes, do we still need to maintain an office in the City of Stockton?

See response to question 37 above.

39. Do we need to submit a City of Stockton Business License with the proposal?

- a. Could you please confirm if we can provide the City of Stockton Business license after intent to award notification?

A Business License is needed at the time of award.

40. Do we need to submit fully burdened hourly rates along with the fee breakdown structure?

Proponents may include only the positions they wish to provide.

41. If we submit markup percentage only, will it be sufficing to the pricing requirement?
a. Is the City looking for mark-up percentages for the services in various departments.

Mark-up percentages will not be accepted. See Solicitation Update #1 and #3.

42. Do we need to submit a copy of our Certificate of Insurance within the proposal?
a. is the COI required with the submission?

No, this will be required at time of award.

43. Proposal Guidelines 4.1, Content and Format: We assume that the City is referring to the bidder when it mentions consultant's experience. Please confirm if our understanding is correct?

Yes, that is correct.

44. 4.3 References, page 3. We assume that the City is expecting bidders to submit (3) three project cum client references of the bidder and not of the proposed consultant team (Account Management Team) Please confirm if our understanding is correct?

Yes, this is correct.

45. Section 4.2 states "A summary of the consultant's experience and qualifications as it relates to the Scope of Work of this solicitation and the significant advantages to selecting the Proponent" could the City clarify what they mean by consultants?

Consultant and Proponent are used interchangeably and therefore consultant is the proponent.

46. As a privately owned company we have a policy of keeping our financial information confidential and not publicly reporting it. Is the City willing to sign an NDA?

To have the NDA considered, it must be included in the submitted proposal for review. Please refer to Section 6.10 Confidentiality for request instructions and further details on the process.

47. Will the City provide detailed job description for the positions listed in this solicitation?

- a. Please provide information on the projected personnel requirement for each service

<http://www.stocktonca.gov/government/departments/humanResources/jobOpportunities/jobDescriptions.html>

48. Are there any Covid Vaccination requirements?

No, it is not required.

49. Will employee parking be provided or reimbursed?

Parking will be provided.

50. Could you please provide the "Jurat Form" to be used for the notarization?

See RFP, page 8-4, Attachment C – Non-Collusion Affidavit form.

51. What fringe benefits should be provided to the temporary professional?

There are no fringe benefits.

52. Should the Cost Proposal be submitted separately?

Yes, please see RFP, Section 4.6 Proposal Fee, Section 1.

53. Are electronic signatures allowed?

a. Does the City of Stockton accept remote online notarized signatures and secure remote online documents?

Yes. However, Attachment C Non-Collusion Affidavit must be a wet signature and be notarized. A scanned copy of the notarized wet signature is acceptable.

54. Could the City please provide 9.1 Exhibit 1 – Sample Contract & 9.2 Exhibit 2 – Insurance Requirements? The link is not working.

Exhibits 1 and 2 have been provided at the end of this addendum. The City has verified the links to the Exhibits are working. It is recommended to use Google's Chrome Browser to retrieve documents.

55. Is the City looking for vendors to recruit the personnel to provide these services?

Yes, this solicitation is for Temporary Staffing Agency Services to fulfill.

56. Section 5.0 mentions "Related experience with similar projects, company background and personnel qualifications" Could the City clarify where would the City like vendors to provide this information?

Proponent's may include a separate section within the body of their response to further describe their experience and qualifications.

57. Under 4.1 section A. What does the City mean by availability of staff proposed to be assigned? Does this mean the availability of personnel that will perform the services or the key personnel that will manage the contract?

a. Under 4.1 Proposal Guidelines, Content, and Format point B. states "Evaluation of the proposals will be based on qualifications, the experience of staff proposed to be assigned to the project, references, and thoroughness of the Proponent's response to the Scope of Services." What does the City mean by staff proposed to be assigned to the project? Does this mean the personnel that will perform the services or the key personnel that will manage the contract?

Section 4.1 A & B refers to the Proponent's firm and the qualifications of key personnel that would be an active participant in managing the contract.

58. Are holidays billable to the City if temps are paid for them? If so, which holidays?

No, holidays are not billable.

59. To ensure FCRA compliance, it is our company's policy to provide clients with an attestation of completion of background check pursuant to client's requirements, but not the actual results. Will the City accept letters of attestation in lieu of actual background check results?

No, the City will not accept the letter of attestation.

60. What specific background checks and/or drug screens are required of the temporary staff?
- Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to the City of Stockton?
 - What are the background checks that needs to be performed on the temporary professionals?
 - What are the background checks that needs to be performed on the temporary professionals?

Fingerprinting is the most commonly used for background checks and is required, drug screening is on an as needed basis. See Solicitation Update 4. Attachments for City Policy regarding background checks and drug screening requirements.

61. Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to the City?

Proponents can be disqualified for failing to meet the requirements set forth in RFP such as late proposal submission, or reasons in Section 7.12 Disqualification. Exceptions should be included in the submitted response package if the Proponent wishes to discuss during negotiations.

62. With respect to Affordable Care Act (ACA) costs, would the City of Stockton prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates?

Proposed rates should be incorporated in the pricing; however, the Successful Proponent(s) should invoice the ACA costs as a line item.

63. What are the invoice and payment terms for this contract? i.e. NET 30, 45, etc.

The City pays Net 30.

64. Will this be a cooperative contract with a piggybacking clause?

The City has no intention of the resulting contract to be a cooperative contract or have a piggyback clause.

65. 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?

Proponent proposal should reflect any potential increases for the life of the contract. See Exhibit 1 Sample Contract, Exhibit D, Section 5.1.1 for sample language for compensation.

66. With Reference to Section 6.2 – Local preference, could you please confirm if the bidder would get the 2% or 5% bid preference if he has a local subbing partner in the County or City?

Local merchants who have a physical business location within the boundaries of City of Stockton (5%) or San Joaquin County (2%), and who have applied for and paid a business license tax and registration fee pursuant to Stockton Municipal Code Title 5, Chapter 5.08, License Taxes, shall be granted bid preference. For further information regarding the City's Business Licensing call the Business License office at (209)937-8313 or visit the City's Business Licensing website: <http://www.stocktonca.gov/government/departments/adminServices/blic.html>

67. Could you please confirm if there is no pricing quote that needs to be submitted along with the proposal?

See above, Solicitation Update 1. Section 4.6 Proposal Fee, Proposal Fee Rate Sheet. Exhibit 4.

68. Could you please confirm if there is no page limit and specific Writing style/font for the said RFP?

There is no page limit, see answer to question #37 regarding font style and size.

69. What is the average number of positions the City of Stockton is looking to fill through this staffing solicitation each year?

a. What is the estimated number of positions to be utilized under this contract?

This is unknown as it varies depending on Departmental needs.

70. Do we need to submit a notarized non-collusion affidavit?

Yes, see RFP, sections 5.0 Selection Criteria & Evaluation; number 5 and page 8-2 for Attachment A - Project Submittal Checklist.

PROPONENT MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING BELOW AND ATTACHING THE SIGNED ADDENDUM TO THE PROPOSAL:

Company Name _____

Contact Person _____

Signature _____

Date _____

Proposals Due – Promptly by 2:00 P.M., Thursday, July 27, 2023 at the City Clerk’s Office.

-----City of Stockton Use Only below this line-----

Addendum acknowledged and signed? _____ (Procurement Specialist’s initials)