Submitted Questions and Answers for
RFP 21N-1215 Temporary Employment and Recruiting Services

Questions and Answers:

• **11/12/21 Question:** How many max no. awards do you intend to give?
  • **11/12/21 Mohave Answer:** The number of awards is unknown at this time.

• **11/12/21 Question:** Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name? Is the incumbent eligible to submit the proposal again?
  • **11/12/21 Mohave Answer:** The number of vendors with current contracts is noted on Page 6 of the RFP. Details regarding the current vendor may be found on our website at [www.mesc.org](http://www.mesc.org).

• **11/12/21 Question:** Is this solicitation open for local vendors only or Can the companies outside the state of Arizona also eligible to submit the proposals?
  • **11/12/21 Mohave Answer:** Vendors outside of Arizona may respond; however, any temporary employee services are to be provided within the state of Arizona only.

• **11/12/21 Question:** Can you please provide us with an estimated or NTE budget allocated for this contract?
  • **11/12/21 Mohave Answer:** Budgets are set by the participating members using any awarded contracts. Historical activity is provided on page 6 of the RFP.

• **11/12/21 Question:** Are there any pain points or issues with the current vendor(s)?
  • **11/12/21 Mohave Answer:** This is not information which is released or relevant to the solicitation.

• **11/12/21 Question:** Is this re-compete or new requirement?
  • **11/12/21 Mohave Answer:** I am not understanding the question fully. But this is a re-bid of a previous solicitation, which includes updated specifications and information from a previous solicitation.

• **11/12/21 Question:** Could you please share the previous spending on this contract, if any?
  • **11/12/21 Mohave Answer:** Historical member usage is on page 6 of the RFP.

• **11/12/21 Question:** Could you please provide the list of holidays?
  • **11/12/21 Mohave Answer:** Our awarded contracts are used by many different member entities, and each have their own schedule of holidays. The list of holidays can be provided by the member requesting services under any awarded contract or contracts.

• **11/12/21 Question:** Are there any mandated Paid Time Off, Vacation, etc.?
  • **11/12/21 Mohave Answer:** Our awarded contracts are used by many different member entities, and each have their own schedule paid time off and vacations. This information, if applicable, can be provided by the member requesting services under any awarded contract or contracts.

• **11/12/21 Question:** Is subcontracting mandatory for this contract? Is there any specific goal for the subcontracting?
  • **11/12/21 Mohave Answer:** Subcontracting is not mandatory. Any subcontracting done by the offeror under an awarded contract must be explained (RFP page 20).
• **11/12/21 Question:** Please confirm if we can get the proposals or pricing of the incumbent(s).

• **11/12/21 Mohave Answer:** To receive information on the awarded contract vendor not provided on our website, please complete the following form and submit per the instructions: [https://mesc.org/wp-content/docs/Request%20for%20Inspection%20of%20Public%20Records.pdf](https://mesc.org/wp-content/docs/Request%20for%20Inspection%20of%20Public%20Records.pdf)

• **11/15/21 Question:** Can you give more details about specifically what type of tabs you are looking for within the PDF response document - are you referring to electronic tabs, or just a notation on the page?

• **11/15/21 Mohave Answer:** You make insert a blank page which references the tab and sub tab the following information is for. This creates an easy to follow separator within your proposal.

• **11/22/21 Question:** [question revised to remove specific names] Are the positions listed in RFP 21N-1215 pretty representative of the type of positions that the MESC members request for this contract? We did request the pricing information for the current Mohave contract. Do you know if the majority of the staffing requests were for teachers and substitutes?

• **11/22/21 Mohave Answer:** The positions listed in the RFP are a sample of positions members may request. Currently our database does not have the information to provide what majority position types are requested, or provide a list of all positions which had been filled.

• **11/22/21 Question:** At this time, do you know if MESC will send out other RFPs specifically for IT staffing, accounting and other professional skill sets?

• **11/22/21 Mohave Answer:** This RFP is the only solicitation we will be issuing for temporary employees and recruiting services.

• **11/22/21 Question:** Can you give us the activity under the current contract for specifically IT related positions? Or the percentage of IT positions filled?

• **11/22/21 Mohave Answer:** Currently our database does not record specific information as to the type of positions which had been filled. We only record usage as a temporary employee which would a variety of positions

• **11/24/21 Questions (provided by one vendor, in one response):**
  1. If it is a multi-award contract, how many awards will be made under this contract?
  2. If there is an existing contract, could you please share the name of the Current Suppliers (who are currently providing services to the Mohave)?
  3. Could you please share the current Suppliers' pricing and Proposals?
  4. When was the existing contract started, and what is the annual monetary spent value of the current contract since inception?
  5. Is the existing contract related to Recruiting Services only or both Recruiting Services and Temporary Employment? Please confirm.
  6. If the existing contract includes Temporary Employment service as well can you please share the annual monetary spent value of Temporary Employment service since inception?
  7. Can you please share the no. of positions served in previous years under this contract?
  8. Can you please share the name of the most commonly filled positions served as Recruiting Service in previous years under this contract?
  9. Can you please share the name of the most commonly filled positions served as Temporary Employment services in previous years under this contract?
  10. Can you please share the name of the most commonly filled positions on call basis in previous years under this contract?
  11. Can you please share an average minimum hours per day needed for each position in previous years under this contract?
  12. Can you please share the amount of business each vendor did under this contract in previous years?
  13. Can you please share the email id/details where we can raise the public record request for the old RFQ?
  14. Can you please tell us where we can get old RFQ details?
  15. Can you please tell us where we can see the records for the old contract?
  16. Can you please share overtime and weekend shift hourly rates to be applicable?
  17. Can you please share the maximum positions to be filled under this contract?
  18. Is subcontracting mandatory in this contract?
19. What will be Mohave’s preference for filling positions as temporary employment or recruiting services under this contract?
20. Can you please confirm the minimum duration of work for each job position?
21. Can you please share the complete list of positions for which the bidder need to provide rates?
22. Can you please share the job description and experience for each position that to be filled under this contract?
23. On Page 18, in order to be responsive do we need to indicate Yes to all three F/T, P/T and on call services?
24. Do we need to have a Business Registration Certificate in the State of Arizona to submit this proposal?
25. If bidders doesn’t have experience in providing Recruiting Services and Temporary Employment in the State of Arizona will it impact the bidders’ assessments in the evaluation of proposal response?
26. Which rate do we need to provide as Document Fees?
27. As we understand under this contract we need to provide only two types of services Recruiting Services and Temporary Employment. Do we need to mention Recruiting Services and Temporary Employment service in 21n_temporary_employment excel under Type of Service column? Please confirm.
28. In 21n_temporary_employment excel under the Rate column, Can we provide rates as mark-up percentage to be charged on pay rate of employees?
29. In 21n_temporary_employment excel under Position/Occupation and Position column, we expect that Mohave should share positions’ name and their level as per requirements to be filled through this contract.
30. In 21n_temporary_employment excel under the Hourly Rate column, do we need to provide Bill Rate to be invoiced to the Mohave?
31. Is there any preference for vendors that have local offices in the State of Arizona?

- **11/22/21 Mohave Answers:**
  1. The number of awards is unknown at this time.
  2. The current contract vendors information is found on our website at: www.mesc.org
  3. To receive information on the awarded contract vendor not provided on our website, please complete the following form and submit per the instructions: https://mesc.org/wp-content/docs/Request%20for%20Inspection%20of%20Public%20Records.pdf
  4. This information is on page 6 of the RFP.
  5. Both.
  6. Currently our database does not record specific information as to the type of positions and salaries paid. We only record usage as a temporary employee and the amount subject to administration fees.
  7. We do not record this type of information.
  8. We do not record this type of information.
  9. We do not record this type of information.
10. We do not record this type of information.
11. We do not record this type of information.
12. To receive information on the awarded contract vendor not provided on our website our in the RFP, please complete the following form and submit per the instructions: https://mesc.org/wp-content/docs/Request%20for%20Inspection%20of%20Public%20Records.pdf
13. To receive information you are requesting, please complete the following form and submit per the instructions: https://mesc.org/wp-content/docs/Request%20for%20Inspection%20of%20Public%20Records.pdf
14. To receive information you are requesting, please complete the following form and submit per the instructions: https://mesc.org/wp-content/docs/Request%20for%20Inspection%20of%20Public%20Records.pdf
15. To receive information you are requesting, please complete the following form and submit per the instructions: https://mesc.org/wp-content/docs/Request%20for%20Inspection%20of%20Public%20Records.pdf
16. Mohave does not have this information as it is specific to each member using an awarded contract. Any awarded contracts are used "at-will" by Mohave's members. As such, actual usage and demand will be provided the member requesting services.
17. Mohave does not have this information as it is specific to each member using an awarded contract. Any awarded contracts are used "at-will" by Mohave's members. As such, actual usage and demand will be provided the member requesting services.

18. No.

19. Mohave has no preference.

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23. This should be completed to reflect what you are offering and will provide under an awarded contract.

24. You will need to review this with applicable State agencies to determine if there are any licensing requirements. As your firm's website states you offer services to 50 states; it is assumed you are properly licensed and certified per each states' requirements.

25. Vendor does not need to have experiences in Arizona; however, all Mohave members are located within the state of Arizona. Not having a pool of temporary employees residing in Arizona may be problematic to members requesting services, as these employees would have to travel and may have travel and living expenses as a result.

26. You are not required to charge fees for documentation. However, if you charge any fees for documentation, you need to list these in the electronic workbook.

27. Provide the rates as applicable for each service, and identify which rates are for the intended service.

28. Yes, include the rates as a percentage for your Service Rates charged.

29. Any awarded contracts are used "at-will" by Mohave's members. As such, actual usage and demand will be provided the member requesting services. It is recommended you provide all of the temporary employees your firm will offer under an awarded contract. Please keep in mind, if your firm is awarded a contract, you will be able to add or revise the list of temporary employees during the contract term.

30. If your pricing includes an additional Service Rate to be added to the hourly rate, then provide the base hourly rate subject to Service fees. If this rate includes the Service Fee, indicate this in your workbook. Mohave will not be invoiced directly for services. Invoicing will be direct to the member (see General Term and Condition 8.9 Order Cycle Review.

31. Mohave does not award solely based on vendor locational preferences; however, all Mohave members are located within the state of Arizona. Not having a pool of temporary employees residing in Arizona may be problematic to members requesting services, as these employees would have to travel and may have travel and living expenses as a result.

**11/26/21 Questions & Answers (some questions asked were the same as those previously addressed):**

- **11/26/21 Question:** Is there a Prevailing/Living wage requirement associated with this project?
  - **11/26/21 Mohave Answer:** Prevailing wages are typically applicable to construction projects; however, if there are any prevailing wage requirements to be met, the member requesting services under an awarded contract will provide this information as applicable.

- **11/26/21 Question:** Are additional points awarded to firms who are or have Minority Business Enterprise (MBE) partners?
  - **11/30/21 Mohave Answer:** We do not score any points based on a minority status of the vendor.
• **11/30/21 Question**: One of our practices is supplying supplemental engineer resources for our customers. (Temporary and recruitment). We are considering bidding RFP 21N-1215 Temporary Employment & recruiting Services. Our bid would be around IT resources not the other resources you are looking for on this bid. These are some of the types of titles the K-12 might need to fill: Position Titles:
  - Network Engineer
  - Network Administrator
  - Systems Engineer
  - Systems Administrator
  - Desktop Support
  - Programmer Analysis

Would this be the appropriate contract for these type of positions?

• **11/30/21 Mohave Answer**: This is difficult, if not impossible to answer or project what temporary positions members may need or looking to fill in the future. You may be aware there is an acute schoolteacher shortage in Arizona. Many of the temporary employees utilized under the awarded contracts has been for filling those positions. However, there is also a shortage of bus drivers now as well. School members are scrambling to fill that shortfall. But we have other members, cities, counties, that use this temporary contract for many different positions. My only advise is that you go with any results from what your research and marketing (for temporary positions requested in the public sector) demonstrates for the State of Arizona, and use that to answer your question.

• **12/6/21 Question**: Can bidders still qualify to submit response if they did not attend pre conference meeting or was it mandatory to attend?

• **12/7/21 Mohave Answer**: Yes, you may still submit a response without attending the pre-proposal on 11/17/21.

• **12/8/21 Question**: Is it mandate to provide to do business License/ certification of the State of AZ?

• **12/8/21 Mohave Answer**: You will need to review any business licensing requirements by contacting the State of Arizona.

• **12/8/21 Question**: Please confirm, which format we follow to prepared the proposal?

• **12/8/21 Mohave Answer**: Follow the format for submission as outlined in the RFP, e.g. tab and subtab arrangement. You may provide in Word or PDF formats.

• **12/8/21 Question**: Please confirm, which format we follow to prepared the price sheet and we need to submit in separate sheet or in workbook?

• **12/8/21 Mohave Answer**: It is preferred all pricing be included in the electronic workbook provided, and be submitted in the Excel format. Other price lists, if applicable, may be provided. refer to pages #26-27 for instructions.

• **12/8/21 Question**: Please confirm, we need to submit the references for this contract if yes, how many references we need to submitted?

• **12/8/21 Mohave Answer**: References are required. The requirements for past performance references are outlined on page #24 of the RFP.

• **12/8/21 Question**: Please clarify, in tab 1c and tab 1d we submit the A complete copy of the General Terms and Conditions in both tabs?

• **12/8/21 Mohave Answer**: Yes, include a complete copy of the Special Terms and conditions and the General Terms and conditions after the appropriate tabs.

• **12/8/21 Question**: Please provide a copy of the proposal of all current vendors providing Temporary Employment and recruiting Agencies for, including rate/cost sheets.

• **12/8/21 Mohave Answer**: You may obtain a copy of current contracts by completing the following form: [https://mesc.org/wp-content/docs/Request%20for%20Inspection%20of%20Public%20Records.pdf](https://mesc.org/wp-content/docs/Request%20for%20Inspection%20of%20Public%20Records.pdf). Follow the directions for submission.

There were no other answers provided to questions submitted past the RFP’s published Deadline for Questions: Wednesday, December 8, 2021.

12/07/21: MSC