



Procurement and Contracting Services

Procurement and Contracting Services Request for Proposals for Temporary Employment Services

ADDENDUM #2

**Please mark all proposal submission
Envelopes with the following information**

**Sealed RFP # L192506
Due on October 22, 2024 no later than 2:00 PM, MST**

The following questions were received prior to the close of the Technical Question Period close on September 17, 2024 at 12:00PM MST:

1. We understand that there is no central budget and that the University cannot guarantee a particular volume or nature; however, are you able to provide any forecast percentages for 2025 for each position category?

A: The University is unable to answer this question.

2. Can you please define “technical” positions in greater detail?

A: Technical position can be categorized as positions that generally require advanced knowledge in a specific industry function (ex: engineering, IT) that typically require a Bachelor's degree (see BLS Occupational Handbook).

3. Upon selecting vendors for this bid, how will you then allocate jobs to each vendor? Will you have a tier status? Will you allocate all jobs to all selected vendors? Will you allocate jobs by specialty area?

A: Determined by each hiring unit. No prescribed method for allotment.

4. Is there any regular reporting that you will require?

A: Yes, annually to assess utilization.

5. How many payrolled/referred workers are in place through your current vendors today?

A: Determined by each hiring unit. Unknown specifics as this time.

6. Are there any significant changes that you foresee in the near future (0-2 years), such as expansions, acquisitions, construction projects or automation which will affect your company?

A: The growth plan/staffing needs are determined at the college level each fiscal year.

7. What are the different formats the proposals can be submitted?

A: Word, PDF.

8. Is there a preferred format?

A: Word, PDF.

9. Can we provide it as a presentation?

A: No.

10. Please share the incumbent vendors and their pricing.

A: <https://financialservices.arizona.edu/purchasing/vendors/temp-employment>

11.What is the budget for this bid? OR the estimated annual spending in the past under this contract for similar services?

A: See 3.

12.Please share the Bid Tabulation of the previous bid for these services.

A: A public records request would need to be submitted through the public records office to see the previous tabulation.

13.Is there any challenge fulfilling the needs with the existing contracts for related services or any specific improvements you are looking for?

A: Unaware at this time.

14.What is the exact work location and the working hours?

A: Depends on hiring College/unit, locations could be in any of the geographies listed in 5.5.3

15.What are the overtime terms and orientation process if required for any role?

A: The University follows the established FLSA for the State of Arizona. Orientation is managed by the hiring unit.

16.Please share the type of background check and drug test required.

A: See RFP section 5.2.1

17.Will there be a kick-off meeting once the contract is awarded?

A: The University allows each hiring unit to develop orientation meetings at the time of utilization.

18.How many resources/candidates are currently active at this time under incumbent contracts? Please provide the breakdown of numbers under each incumbent vendor.

A: Unknown at this time.

19.Will active candidates under the incumbent vendors be transitioned to the new vendors if the same incumbent vendors are not awarded the contract this time?

A: Depends on transition plan.

20.How many vendors do you intend to award? If there are multiple vendors, how are job orders distributed?

A: Multiple. Departments select the vendor they choose to work with based on the rates and terms provided in their RFP response.

21.Please provide total spending on the current contract over the past two fiscal years.

a. Please break the spending down by vendor, as well, if possible.

A: Unknown.

22. Do we need to be able to cover all job categories?

A: No. see RFP.

23. In 5.6.1 of the RFP, it says the following: ***“Indicate your administrative markup for any of the following categories in which your firm has the experience and ability to provide temporary workers. Provide this figure as a percentage of wages, and include your cost for background checks, paid sick leave, health insurance, other benefits, workers compensation, unemployment, worker training and certification, cost of doing business, and profit margin.”*** Our markup is all-inclusive of background checks, paid sick leave, health insurance, other benefits, workers compensation, unemployment, worker training and certification, cost of doing business, and profit margin. Can we simply offer our single markup %?

A: Yes.

24. In 5.6.2 of the RFP, it says the following: ***“Indicate the cost to the University, if any, to compensate a temporary worker placed on call but not called in to work.”*** Which positions are generally asked to be on call?

A: This cost might vary based on the type of roles asked to be on call. Dependent on unit.

25. Is the vendor required to be registered in the State of AZ before it can conduct any business?

A: The University does not require any registration; however, you would have to check with the State for any requirements to do business in Arizona.

26. What is the duration of the contract?

A: 3 Year+2-year opportunity for renewal.

27. Is the vendor required to furnish equipment, materials, or supplies?

A: No

28. Just to clarify – The vendor will create its own pricing sheet in response to the RFP? Or a pricing sheet will be provided by the University?

A: Vendor creates pricing sheet.

29. What are the estimated funds that are estimated to be allocated for this contract?

A: Each College/Unit manages their own staffing expenses.

30. What is the tentative start date of this engagement?

A: Spring 2025.

31. 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?

A: <https://financialservices.arizona.edu/purchasing/vendors/temp-employment>.

32. Are there any pain points or issues with the current vendor(s)?

A: Unknown.

33. Is there any mandatory subcontracting requirement for this contract? If yes, is there any specific goal for the subcontracting?

A: No.

34. How many positions will be required per year or throughout the contract term?

A: Unknown.

35. If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources?

A: Yes

36. Can we provide hourly rate ranges in the price proposal?

A: See 5.6 Detailed Pricing; please provide markup pricing structure.

37. 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?

A: The University offers both on-site and remote work. Depends on Hiring College/Unit.

38. 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?

A: No.

39. Could you please provide the list of holidays?

A: <https://hr.arizona.edu/holidays-closures>

40. Are there any mandated Paid Time Off, Vacation, etc.?

A: <https://hr.arizona.edu/holidays-closures>

41. Could the University please confirm if vendors are required to use SBE subcontractors?

The University encourages the use of small businesses where practicable but has no requirement for subcontractors. Please note, awarded vendors will be responsible for enforcing any resulting agreement on their subcontractors to include insurance requirements.

42. Could the University please confirm if vendors can provide only IT staffing services?

A: This RFP is for the categories listed in section 5.0.

43. Could the University please confirm if vendors can provide their catalogs?

A: The University declines to answer this question as we are unsure as to what catalog is being referenced.

44. Are there scores for the evaluation criteria? If yes, could you please disclose it?

A: Please see section 3.9.8 for the criteria, they are listed in descending order of importance.

45. Could the University please grant an extension on the due date?

A: The University has provided an extension previously on Addendum 1.

46. Are electronic signatures allowed?

A: Yes.

47. Does the University accept remote resources to work on this engagement?

A: Yes.

48. Does the University accept offshore resources to work on this engagement?

A: Yes, depends on hiring department export control or grant limitations.

49. Does the University prefer on-site resources to execute this engagement?

A: The University has no preference for the management of this award.

50. If a vendor exhausts their assigned budget, can the purchase order (PO) be extended with additional funds?

A: No assigned budget.

51. Are the vendors allowed to subcontract at the Task Order Level?

A: The University has no requirement for subcontracting. Please note, awarded vendors will be responsible for enforcing any resulting agreement on their subcontractors to include insurance requirements.

52. Could the University please confirm if vendors must add the Certification that Vendor will have an NAPBS-accredited third party perform a name-based background check and Sex Offender Registry check within their proposals?

A: Vendors must comply with the specification. Yes, must include certification.

53. Could the University please clarify if vendors do not have the next certifications will be not considered as responsive Certification that Vendor will have an NAPBS-accredited third party perform a name-based background check and Sex Offender Registry check and Certification that Vendor is either in full compliance with the Patient Protection and Affordable Care Act (ACA) or is not subject to the ACA?

A: Vendors must comply with certification as indicated in section 5.2.1 in order to meet Limiting Criteria for consideration.

54. Could the University please confirm if vendors have to create their proposals based on section 5.0 SCOPE OF WORK, SPECIFICATIONS, TECHNICAL REQUIREMENTS?

A: Yes.

55. Demonstrated ability to meet all technical requirements- Could the university please explain what information is expected from vendors herein?

A: See RFP section 5.3.

56. 5.3.1.3 Indicate your agency's process for evaluating the physical requirements for high volume jobs indicated in section 5.0; - Can vendors who are not opting to bid for light industrial skip this question?

A: See Section 5.3.1.2. If your company is not bidding for light industrial, please Include N/A.

57. Under section 3.9.5 Financial resources, Personnel resources, Physical resources, Internal financial, operating, quality assurance, and other similar controls and policies, Resumes of key executives, officers, and other personnel pertinent to the requirements of the RFP, Customer references, Disclosures of complaints or pending actions, legal or otherwise, against the vendor- Could university please clarify what information needs to be included for financial resources, personnel resources, and physical resources?

A: High level overview of each. Minimum one paragraph.

58. Since the RFP has a lot of requirements that need to be addressed in the proposal, could the University provide us with a proposal format to adhere to compliance?

A: Not at this time.

59. Can firms provide commercial references and experience?

A: Yes.

60. Does this contract require the account manager or Key personnel's presence at university location?

A: No.

61. In order to be considered responsive for this solicitation, is it mandatory to bid on all positions?

A: No.

62. Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day?

A: The University typical operations include Monday- Friday 8:00 a.m. - 5:00 p.m. (AZ). However, working hours will depend on the department requesting the services.

63. Question: Is it ok if the entire proposal is in a Word document, along with Proposal Narrative?

A: Yes

64. Page 1: Question: Are the RFP responses / proposal supposed to be a sealed RFP? Or submit electronically?

A: Responses should be submitted per section 3.8.

65. Page 7, Section 3.7.6: Question: Do we have to provide the pricing mentioned in this section **or** the administrative markup mentioned in section 5.6?

A: 5.6.

66. Page 7, Question: The link given on Page 7 http://pacs.arizona.edu/RFP-BID_Opportunities redirects to [Purchasing Services | Financial Services \(arizona.edu\)](#) **Question:** it does not show any bid opportunities or addenda to the RFP? Is this correct / intended?

A: <https://vendors.arizona.edu/rfpb-opportunities>

67. Section 5.0 What kind of IT positions may be covered through this RFP?

A: Any positions must fall within the categories listed in section 5.0.

68.5.3.1.3 Indicate your agency's process for evaluating the physical requirements for high volume jobs indicated in section 5.0; Question: Kindly elaborate and help understand what is asked in question, in terms of physical requirements. Is it about training and evaluating the right candidates, language skills, travel time of the candidate, who are physically fit.

A: Usual and customary physical requirements to perform work for roles indicated on section 5.3.1.3.

69.5.4 Please note that driving on University business will not be part of the award of this RFP... Question: Please help understand what would driving on University business include?

A: Duties that require access to a vehicle to perform job functions (ex: pick-up supplies or traveling across campus in a University Vehicle).

70.5.5.1 Location of the office or offices that will be serving the University (servicing office) along with the main contact person (if one is assigned) and contact information, including telephone number, website, and e-mail address. Question: We successfully serve a lot of our clients nationwide from our corporate office. Please confirm if there is any preference for the local vendors, with offices in Arizona, so long as a vendor can meet the RFP stipulations and requirements in meeting client's business needs? Is having an office in Arizona mandatory? We can accommodate to our client's time zone.

A: No local preference. No office in Arizona is required.

71.5.5.3 Your ability to serve departments and facilities in the Greater Tucson area, including surrounding communities, Pinal County, and/or Maricopa County. Question: Please confirm if it is required that the vendor needs to have physical location in Pinal County, and/or Maricopa County to serve departments and facilities in the Greater Tucson area, including surrounding communities?

A: No local office is required.

72.5.5.5 Corporate history/management summary and evidence that your agency and/or its officers have been engaged for a minimum of three (3) years in providing similar products and services as described herein. Question: Please provides examples of evidence that is required or preferred?

A: Client references.

73.5.5.9 The number of employees on your agency's current roster in the servicing office and your average response time for filling orders Question: Does response time mean submitting the candidates or having the candidates start after BGC and onboarding paperwork and other onboarding formalities?

A: Response from initial contact to presentation of prospect list to requesting unit.

74.5.5.6 The days and hours the servicing office is open for business, along with your agency's ability to provide 24/7 customer service to ensure that staffing needs are met during off hours and to place temporary workers with 24 hours' notice. Question: Would "place" mean having the candidates start after background check and onboarding paperwork and other onboarding formalities, which usually takes more than 24 hours?

A: "Place/Placement" includes candidate readiness to begin work.

75.5.6.2 Indicate the cost to the University, if any, to compensate a temporary worker placed on call but not called in to work. Question: Does it mean our cost if the temporary worker is placed, however not started in assignment?

A: Yes.

76. Are the positions going to be distributed via email or would there be a VMS / Vendor Management System or a Portal for staffing requirements distribution?

A: The requesting unit is responsible for contacting vendors awarded on the approved vendor list.

77. What is the main challenge the University is currently facing in staffing Temporary Employees?

A: Availability of short-term skilled workers for various positions.

78. Will all job requests be shared among all awarded vendors simultaneously?

A: No, the department is responsible for contacting vendor.

79. You have mentioned that no more than two files should be uploaded, what if our proposal has 3 to 4 files, could we upload the same?

A: Respondents should combine files together to meet the 2-file requirement. Please reach out to the buyer if you need to exceed the maximum files.

80. Do we need to sign only the Addendums?

A: Please review section 6 of the RFP and sign the required certifications. Make sure to send with your response.

81. Is there a page limit to RFP response?

A: No.

82. What are your current payment terms?

A: The University typically uses Net 30 from receipt of the invoice.

83. Is your expectation that the selected vendor will be the primary/sole supplier with exclusivity? If not, how many vendors do you plan to select for this RFP?

A: The University intends to award to multiple vendors.

84. Please provide detailed job descriptions for all roles.

A: See University Architecture <https://hr.arizona.edu/compensation/staff-compensation-program/job-functions-families>.

85. Can you provide the average pay rates per position for the previous year?

A: University Architecture <https://hr.arizona.edu/compensation/staff-compensation-program/job-functions-families>.

86. Is your current program under an MSP? If so, which MSP?

A: No.

87. Is a VMS tool currently utilized in your program? If so, which VMS tool?

A: No.

88. Is automated timekeeping currently utilized for contingent workers? If so, which system?

A: Vendor is required to manage timekeeping.

89. Do you want all background/drug screen costs included in the bill rate, or would you prefer to have them billed as a separate pass-through cost?

A: Yes.

90. Do you currently have an on-site program? If so, which site(s)?

A: No.

91. Are you interested in an on-site program?

A: No.

92. Can you provide a breakdown of your annual usage (spend, hours, or headcount)?

A: Not at this time.

93. What is the potential volume of this account for each job category? And as a whole?

A: Unknown.

94. Will the contract from this solicitation result in a cooperative contract?

A: Per section 1.2, multiple public agencies will be able to use this contract but that is determined by if the awarded vendor chooses to allow RFP and pricing with other entities.

95. What is being referred to by "Personnel resources" in section 3.9.5?

This section refers to vendor personnel resources. Any staffing resources would be covered by the requests in section 5.0.

96. Does the University require anything else as part of the response apart from section 5.2 through 6.6?

A: No, only as indicated in those section.

97. Please confirm that pricing shall include markup for the four categories, technical, light industrial, professional, or administrative/clerical positions.

A: Yes.

98. Can we provide different makeup for different categories?

A: Yes.

99. What is the purpose of this solicitation?

A: See section 1.1 of the RFP: Summary.

100. What is the number of requirements expected per year?

A: Unknown.

101. What are the locations where the selected supplier must meet the operational requirements of all in scope?

A: See section 5.0.

102. What is the average duration of assignment of temporary employees?

A: See section 5.0.

103. How many incumbents are going to be hired from each position?

A: The University places the authority for staffing decisions among individual Colleges. Needs will depend on the department requestion the services.

104. Can the Vendor bid on some of the positions?

A: Yes.

105. How many positions will be required per year or throughout the contract term?

A: The University does not guarantee placement as staffing needs are delegated to individual hiring units.

106. How many positions were used in the previous contract?

A: Unable to determine at this time.

107. What is the average response time after a candidate is submitted to provide feedback on the candidate?

A: The University places the authority for staffing decisions among individual Colleges. Depends on hiring unit.

108. When does the University anticipate completing its evaluation and notifying respondents of its recommended awardee(s)?

A: Spring 2025.

109. Is there any other position that might be required?

A: A: University Architecture <https://hr.arizona.edu/compensation/staff-compensation-program/job-functions-families>.

110. Which position is required the most?

A: See section 5.0 of the RFP.

111. In case of multiple awards, what shall be the process of sharing requirements?

A: Departments are responsible for requesting services so there is no central requirement for sharing.

112. What is the minimum wage that needs to be provided to the temporary employees?

A: <https://hr.arizona.edu/compensation/staff-compensation-program/university-staff-pay-structure>.

113. What are the documents required for the subcontractor?

A: Awarded vendors will be responsible for enforcing any resulting agreement on their subcontractors to include insurance requirements.

114. Does the University require certificate of insurance after award?

A:Yes.

115. Are you having trouble finding the talent you need?

A: The University places the authority for staffing decisions among individual Colleges, as such each college may have additional information related to their hiring needs.

116. Has worker quality been an issue for you?

A: See question 116.

117. What kind of turnover levels are you currently experiencing within your program?

A: The University places the authority for staffing decisions among individual Colleges Depends on hiring unit. Unable to provide at this time.

118. What are the strengths and weaknesses of your current program?

A: The University allows each hiring unit to assess their hiring needs. The current vendors have been successful at filling roles and providing reporting, as needed .

119. Will temporary workers have access to confidential and/or personal information (PII)? If so, what safeguards do you have in place for work from home workers today?

A: The University requires mandatory training for all temporary workers.

120. Do any of your light industrial positions require any of the following? A: Depends on hiring unit
a. Audiograms

- b. *Chemical exposure (if so, what kind of chemicals?)*
- c. *Working at heights over eight feet*
- d. *Lifting over 50 lbs. without assistance*
- e. *Working in confined spaces (e.g., tanks, trenches, vessels, pits)*
- f. *Use of respirators*
- g. *Operating heavy equipment Possibly – fork lift/loaders*
- h. *Cleanrooms*
- i. *Extreme temperature levels Possibly – the shuttered RRF is not climate controlled*
- j. *Industrial hygiene surveys*

121. Will preference or additional points be provided to SBE?

A: No.

122. Are there any specific challenges or issues currently being faced with the existing vendors?

A: Unknown

123. Would it be possible to list the most frequently used temporary positions?

A: See section 5.0 of the RFP.

124. If there is a local vendor preference, is a local staffing resource acceptable in lieu of a local office?

A: No.

125. Will there be any Prevailing/Living wage requirements at time of award?

A: University Architecture <https://hr.arizona.edu/compensation/staff-compensation-program/job-functions-families>.

126. What is the average tenure for temporary staff?

A: Unknown.

127. Will the requesting Department interview/approve workers prior to placement?

A: Yes.

128. Is drug testing required? If so, 5 panel or 10 panel?

A: Depends on hiring unit.

129. What is your average time-to-fill rates? Are there any positions which tend to be challenging to fill?

A: Unknown.

130. What gaps are you looking to fill that current vendors do not provide? If none, have you been satisfied with services provided by your current vendors?

A: Unknown.

131. What are the University's primary business drivers and current pain points?

A: Unknown

132. Does the University have tenure limits for contingent labor? If so, how are they enforced?

A: See RFP section 5.0.

133. Does the University expect vendors to provide timecard management or time clocks or does the University intend to leverage an existing internal time management process?

A: Yes.

134. What is the University's expected invoicing schedule (weekly, bi-weekly, monthly)?

A: This will be dependent on the department requesting the services.

135. Does the University currently utilize (or plan to utilize post-RFP award) a Master Services Provider (MSP) or a Vendor Management System (VMS)? If yes, are there associated fees that we should consider when assessing our pricing capabilities?

A: No.

136. Are there additional transactional costs related to the University's organization (e.g., program/VMS fees) we should consider when assessing our pricing?

A: No.

137. Please describe any overriding factors that tend to impact pay rates, length of assignments, or bill rates at your organization, such as federal/state acts, union requirements, and/or State guidelines?

A: Unknown.

138. Does the University have mandatory PTO for contingent labor? If so, what is the expectation and does the University want this billed separately or factored into the markup/bill rate?

A: <https://hr.arizona.edu/holidays-closures>.

139. Will the University be providing all equipment and workspaces needed for positions?

A: Yes.

140. What personal protection equipment (PPE) is required by the University and for which roles? What equipment is provided by the University versus what the vendor needs to provide? Will PPE be billed at cost to the University?

A: Depends on hiring unit and position.

141. What is the University's experience with overtime as a percentage (%) of total hours billed?

A: FLSA governs pay per our architecture. University Architecture
<https://hr.arizona.edu/compensation/staff-compensation-program/job-functions-families>

142. Will all selected vendors receive the order at the same time? If not, with the award to potential multiple vendors, can you provide your process to deliver orders to the vendors? What will define your process - lowest price or fastest processing of the order?

A: Orders and vendor selection will be determined by departments and will contact the chosen vendor for services.

143. Please confirm that markup rates bid should reflect all fees and overhead such as might be included in the overall bill rate.

A: Yes.

144. 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 University accept letters of attestation in lieu of actual background check results?

A: The University does not require the vendor to provide copies of actual results. We will accept the letter of attestation.

145. 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?

A: Yes, subject to the requirements in the RFP, our assessment, and acceptance for rate increases.

146. At what point in the RFP process would you like an ACORD proof of insurance document?

A: Upon award.

147. Is RFP# L192506 the successor to RFP# L201903? That is, will UA be using RFP# L192506 to purchase information technology staff augmentation services for the next few years?

A: It is a not a replacement.

148. Section 3.7.6. Where can I find the "appropriate spaces and/or areas" to supply my pricing information? Section 5.6? There was a pricing attachment, Attachment A, for RFP# L201903. Is there a similar attachment for RFP# L192506? If so, where can I find this attachment?

A: No, there is no similar attachment for this RFP.

149. Section 3.7.7. Will addenda be posted on the same web page and section (<https://vendors.arizona.edu/rfpb-opportunities>) as RFP# L192506 or will we need to look elsewhere for addenda?

A: Same location.

150. Section 3.7.9. What are the “indicated and or required areas, spaces or forms” provided within the RFP that will require signatures? Are these Certifications 6.1-6.4 or are there others?

A: The certifications in section 6.0 are where signature is required.

151. Section 3.7.10. “Vendors may present narrative proposals...including full descriptive cross-references to all requirements listed in Section 5.0.” So do I understand correctly that, in order to properly respond to the RFP, we will need to provide a narrative response to each item in Section 5.0 and signed certificates for each certificate in Section 6.0? What about pricing? Is Section 5.6 the only pricing information you require?

A: Narrative response. Pricing sheet is acceptable.

152. 4.21.9 Insurance 4.21.9.1 Without limiting any liabilities or any other obligation of Vendor, Vendor will purchase and maintain (and cause its subcontractors to purchase and maintain), until all of their obligations under the ISPA have been discharged or satisfied, insurance against claims that may arise from or in connection with the Services, as described here:

[https://risk.arizona.edu/sites/default/files/InsuranceRequirements5_12_2020 .pdf](https://risk.arizona.edu/sites/default/files/InsuranceRequirements5_12_2020.pdf) 4.21.9.2

Vendor’s Technology Professional Liability Errors & Omissions policy must include Cyber Risk coverage and Computer Security and Privacy Liability coverage with a limit of no less than \$2,000,000 per occurrence and \$4,000,000 in the aggregate. This policy will provide for both first- and third-party costs, and name University as an additional insured with respect to the provision of Services. This policy will include a waiver of subrogation against University. 4.21.9.3 The required insurance coverage set forth above will not be construed as a limitation or waiver of any potential liability or obligation of Vendor in the Agreement. Failure to maintain the insurance coverage identified in this Section will constitute a material breach. 4.21.10 Workforce Security and Location. The Vendor will comply with workforce location

A: The above will be applicable if the vendor has access to any University systems and/or sensitive University data.

153. On page-12 , 3.9.8 Method of Award under Limiting Criteria – What are we supposed to submit in these two Limiting criteria ? Do we need to submit these with the proposal response at the time of submission or upon award?

➤ Certification that Vendor will have an NAPBS-accredited third party perform a name-based background check and Sex Offender Registry check

➤ Certification that Vendor is either in full compliance with the Patient Protection and Affordable Care Act (ACA) or is not subject to the ACA

A: Yes to both.

154. Please give more information on Small Business Utilization Program for our better understanding.

A: Please see the following website: <https://vendors.arizona.edu/small-business>.

155. Can we self-certify for Small Business Utilization Program if we have a NCTRCA Small Business Enterprise (SBE) Certification?

A: Vendors are allowed to self-certify.

156. Could you please provide the positions you require for each category in this RFP response?

A: See RFP section 5.0.

157. Does ABOR provide a specific submission format, and what should be included in the submission?

A: No, not required.

158. Is there a specific pricing template that ABOR requires?

A: No, not required.

159. Is your current contract expiring, or are you looking for a new vendor?

A: Yes, the current contracts are expiring.

160. Are you interested in piggybacking on an OMNIA Partners cooperative purchasing agreement?

A: University scope and requirements may differ and we will maintain a separate RFP.

161. Will you accept exceptions to your terms and conditions?

A: The University may choose to negotiate terms, but would not expect to deviate much from the terms references in the RFP.

162. Do employees need to be vaccinated?

A: No.

163. What are your current markups?

A: <https://financialservices.arizona.edu/purchasing/vendors/temp-employment>.

164. What is your current discount for payroll candidates?

A: Unable to address this question

165. Are there any specific requirements regarding font and font size?

A: No.

166. Are conversion fees included as part of this contract?

A: Yes, please include.

167. Do you have a preference for the geographic location of the bidders or account management team?

A: No.

168. What is the volume of your permanent hiring needs over the past three years?

A: Depends on hiring unit.

169. Is there a specific template or questionnaire for respondents to use, or shall we answer the questions in the RFP in our own template, following our own format?

A: No predetermined format

170. What are background check requirements for each placement?

A: Please see 5.2.1 Limiting Criteria.

171. Would this vendor have oversight of resources that are W2, SOW and/or IC/1099? Are any of those services governed by other contracts?

A: Yes.

172. Agreements Terms and Conditions, Section 4.27 (Indemnification/Hold Harmless), p. 18: Are the indemnification obligations set forth in this section intended to cover claims arising only from the staffing services or is it also intended to cover claims arising from the work the temps under University direction?

A: The University expects the section to cover our entire relationship with the vendor but may discuss upon award.

173. Agreement Terms and Conditions, Section 4.21 (Information Security), p 25: Are these terms applicable to access to University Data and Systems by the temps also or solely to information processed by permanent Atrium employees providing staffing services to the University?

A: The terms are applicable if the awarded vendor has access to University system or will handle sensitive University information. The University reserves the right to review the requirement after the award.

174. What enhancements are you looking to make to your current temporary labor program as a result of this Request For Proposal (RFP) process? How would those enhancements impact your business?

A: The University is open to exploring new ways of managing contingent workforce placement. This will vary by hiring Unit.

175. What are your three most important criteria when selecting a staffing partner, ranked in order of importance?

A: Ability to satisfy Limiting criteria and 5.7, 3.9.8, 5.0.

176. How many suppliers do you currently utilize for temporary labor within the scope of this RFP?

A: Unknown at this time.

177. Can you provide job descriptions for the roles in scope of this RFP?

A: University Architecture <https://hr.arizona.edu/compensation/staff-compensation-program/job-functions-families>.

178. What is the breakdown of annual hours by job title from last year?

A: Unknown at this time.

179. Is payrolling or 1099 worker management in scope for this initiative? If so, how many of these types of workers are in place today?

A: Payroll mechanism is determined by Vendor. Unknown at this time.

180. Is it expected that the chosen supplier will manage your other suppliers under the new program to simplify purchasing?

A: No.

181. Do you have any specific requirements we should consider, such as a timeline and/or current supplier agreements preventing transition?

A: Current supplier transition will be in Spring 2025.

182. What type of solution do you have today and how long has it been in place?

A: Since 2017. See current list of vendors
<https://financialservices.arizona.edu/purchasing/vendors/temp-employment>.

183. As we look to solution for your requirements outlined, are there any systems/tools we need to consider in our processes? If so, are there any fees associated with those systems/tools?

A: No.

184. What percentage of workforce is on a full-time assignment vs. on a variable, event-based assignment?

A: Depends on hiring unit.

185. Do you have any positions that work from home? If so, how many and how does the equipment distribution process work?

A: Depends on hiring unit and their internal processes.

186. What is the average length of assignment by skill for your temporary workers today?

A: Unknown at this time.

187. What is your turnover percentage with your current program? Are there any insights you can share on what is driving the turnover?

A: Unknown at this time. Depends on hiring Unit.

188. Please provide details about your shifts:

A: The University places the authority for staffing decisions among individual Colleges. This will vary by hiring Unit.

189. How do shift schedules or other operational factors drive overtime usage? What percentage of hours are overtime?

A: The University places the authority for staffing decisions among individual Colleges. This will vary by hiring Unit. The university observes the FLSA laws for the State of Arizona.

190. Are there any peak periods/hiring ramps or scheduled shutdowns that drive significant changes to headcount needs in your business? If so, when do they occur?

A: A: The University places the authority for staffing decisions among individual Colleges. Peak seasons vary by hiring Unit.

- 191.** Will there be onsite management required for your program? If so, do you require full-time or partial onsite presence?

A: The University does not require onsite management from the Vendor.

- 192.** At the locations where onsite management is permitted, will we have access onsite to do recruiting and interviewing?

A: Onsite interviews are coordinated by each hiring unit and can involve virtual or on-site interview.

- 193.** Please describe your interview process specific to the roles in scope of this RFP. Do you review resumes or conduct phone/in-person interviews for all roles?

A: The University places the authority for interviews and selection decisions among individual Colleges. Interview format will vary.

- 194.** How do you manage “Do Not Hire” lists related to candidates that are active employees and/or had prior performance issues that are not applicable to be hired? How can the agency partner maintain this list?

A: University level tracking. Agency should incorporate questions ahead of time to identify if individual was previously employed by the University of Arizona if identified for placement.

- 195.** In addition to our standard onboarding processes, please describe your current orientation and training process for temporary workers. If role specific, please provide details by position. Do you have any limits on weekly headcount for orientation/new starts?

A: The University places the authority for onboarding, planning decisions among individual Colleges. There is no limit on headcount.

- 196.** Do you have any role-related, company-specific knowledge testing or assessment requirements?

A: The University allows individual Colleges to interview and assess qualifications based on their position requirements.

- 197.** What assets do you give to temporary workers (e.g., security badges, equipment, etc.)?

A: The University places the authority for onboarding and equipment assignment decisions among individual Colleges Depends on hiring unit

198. Please describe your offboarding process (e.g., how are distributed assets collected)?

A: The University places the authority for onboarding and equipment assignment decisions among individual Colleges Depends on hiring unit.

199. Are there any COVID-19 or safety protocols/policies that impact temporary worker onboarding or daily arrival procedures that we should be aware of?

A: No COVID-19 protocols. Daily arrival and onboarding procedures are coordinated by the hiring department.

200. Do you use any measurements to evaluate the quality of a temporary worker's performance?

A: The University places the authority for staffing and performance decisions among individual Colleges. Assessment will vary depending on hiring unit.

201. How often and at what point do you evaluate a temporary worker's performance (e.g., at the start and end of the assignment, every three months, etc.)?

A: Assignment evaluation begins shortly after placement. There is no formal feedback assessment process.

202. Our standard work week is Monday-Sunday. What is your work week definition?

A: Standard work week is Monday- Friday. However, this varies by college unit.

203. Please provide additional details and thresholds for your small business and MWBE requirements. Are any of the thresholds/metrics a requirement vs. a goal?

A: The attached link contains the Small Business policy <https://vendors.arizona.edu/small-business>. The University aims to use small business when practicable, but it is not required.

End of addendum, all else remains the same.