

**THE SCHOOL DISTRICT OF PHILADELPHIA
SCHOOL REFORM COMMISSION
Office of Capital Programs
440 North Broad Street, 3rd Floor – Suite 371
Philadelphia, PA 19130**

TELEPHONE: (215) 400-4730

Addendum No. 01

This Addendum, dated 23rd of January, 2019, shall modify and become part of the Contract Documents for the work of this project. Any items not mentioned herein, or affected by this addendum, shall be performed strictly in accordance with the original documents.

Subject: Responses to Questions about Supplemental Staffing Services RFP 13119

1. Does the word “Resumes” refer to potential candidates or internal staff for, “Resumes of all people that will be used to perform the required services.” (page 3 of the RFP)
 - a. Potential candidates.
2. If for potential candidates, how many resumes per job description?
 - a. 0-3
3. In terms of the 2 References to be included on each resume, are you looking for a simple listing of Company, Contact Name, Contact Info, etc. or an actual, descriptive, people-specific Reference?
 - a. Simple listing.
4. (Or) Are you asking for References for our company, Rotator Staffing Services Inc.?
 - a. The candidates.
5. Is the Project Name simply, “Supplemental Staffing” or is there a number? While there is no number on the RFP itself, on The SDP’s website it is marked **RFP-13119**.
 - a. It can be referenced with RFP-13119
6. For Attachment F , Fee Proposal, which company should be listed in the “Company” column?
 - a. The proposing firm.
7. And Please clarify- “Person” should be the name of the person on the resume we submitted for that job?
 - a. Yes.
8. The RFP/RFQ requests resumes, references, and relevant experience. Additionally, Attachment A is a SF330, which is similar to the information already requested (resumes, experience, references, etc). Does the School District want the information in both resumes/references/experience and the SF330?
 - a. SF 330 is for your firm. Resumes are for the candidates.
9. If you prefer in only one format, which one do you prefer: resumes/references/experience or SF330?
 - a. We want both.
10. Page 3 of the RFP/RFQ states “The Proposer should include hourly rates for only those positions which your firm intends on providing”. Please confirm, that as a proposer we are allowed to submit a proposal for only 1 or 2 categories and all employee assignments do not need to be met in order to submit?

- a. You do not have to submit for all categories.
- 11. If submitting for only 1 or 2 categories, do we need to meet the WBE/MBE requirements in our submission?
 - a. Yes.
- 12. If it is not a requirement, does Attachment E (M/WBE Participation) still need to be completed and submitted?
 - a. Yes.
- 13. Fee Schedule: For the employee assignments we do not intend to submit, would the School District like to see the other titles removed from the Fee Proposal or "N/A" in the Hourly Rate column?
 - a. N/A/
- 14. Who is/are the current vendor/s?
 - a. Adcon Consultants
 - b. Armand Corporation
 - c. Constructionomics, LLC
 - d. HAKS (Atane)
 - e. Hudson Companies
 - f. KS Engineers
 - g. McCloud Group
 - h. Mckissack and Mckissack
 - i. Promatech
 - j. The Temple Group
 - k. Tishman Construction Group
- 15. Will this be an exclusive or non-exclusive contract?
 - a. Non-exclusive.
- 16. Will the contract be temporary staffing, direct hire/permanent recruitment or a combination of both?
 - a. Temporary staffing.
- 17. What are the bill and pay rates under the current contract?
 - a. The District chooses not to disclose this information.
- 18. What is the annual budget over the term of the new contract?
 - a. TBD.
- 19. How much was spent on temporary staffing services in 2016, 2017 and 2018 YTD (for the services requested under this RFP)?
 - a. The District chooses not to disclose this information.
- 20. How many temporary employees are currently utilized?
 - a. 15
- 21. How many temporary employees will work per category?
 - a. TBD
- 22. What is the estimated need of hours per week for temp staff?
 - a. Usually 40 hours per week but can vary.
- 23. How many vacancies currently exist?
 - a. TBD
- 24. Will this contract require the payrolling of current employees?
 - a. No
- 25. Can an MBE / Minority firm self-satisfy the subcontract goals?
 - a. Yes.

26. Are vendors required to have a local office or will out-of-state vendors be considered?
 - a. Out of state firms will be considered.
27. Is a PA business registration required?
 - a. Yes.
28. Is this an SCA contract?
 - a. No.
29. Is there any mandated PTO or Supplemental benefits/ Living Wage/ Prevailing Wage?
 - a. No
30. What is the average turnover rate per each position/how long to assignments last generally?
 - a. Varies. But in the past, many individuals have lasted the length of the contract term.
31. Are the positions going to be subject to any minimum wage increases over the course of the contract?
 - a. There is a stipulation for adjustments in the sample contract.
32. What are the WC codes/job descriptions of each category?
 - a. District does not require or need WC Codes; that is of interest to the employer and their WC carrier.
33. Do we have to bid on all of the titles?
 - a. No.
34. For the resumes, is this for internal key personnel or for the supplemental staff?
 - a. Candidates for the positions.
35. If for the supplemental staff how many would you like per title?
 - a. 0-3.
36. Must each proposal include pricing for each staffing option. For example, could a firm propose for engineer or project management but not architecture?
 - a. You can submit for any number of positions, but must provide pricing for each position submitted..
37. May a firm submit on select positions only, or will all positions listed on Attachment F of the RFP have to be provided?
 - a. You can submit for any number of positions.
38. How many firms/contracts will the School District consider for award?
 - a. TBD
39. Will all the work be performed in your offices and the field?
 - a. Both.
40. Will my PE and Licensed Architects be asked to affix their seal and certifications to seal drawings? There is a major cost difference if they are.
 - a. Not routinely but may be asked on occasion.
41. Please clarify qualifications for the Cost Estimator
 - a. Cannot answer; what needs to be clarified is not stated.

End of Addendum