



Mississippi Department of Employment Security

Phil Bryant
Governor

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Executive Director

Amendment #1 **Consolidated Questions and Answers** **Temporary Staffing Services** **RFx 3160003190**

Bidders shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the bid, by identifying the amendment number and date in the space provided for this purpose on the bid form, by letter, or by signing and returning Attachment G. The acknowledgement must be received by MDES by the time and at the place specified for receipt of bids.

The Mississippi Department of Employment Security (MDES) appreciates the interest you have shown in the Invitation for Bids for Temporary Staffing Services (IFB 19-02). In response to the questions received by interested vendors concerning IFB 19-02, MDES submits the following consolidated questions and answers.

1. Is there a current vendor of the services requested in this RFP and if so, who is that vendor?

A. Yes. Tempstaff, Inc.
2. If there is a current vendor, what were they paid for these services over the past three years?

A. \$5,752,034.09 for the last three fiscal years
3. What is the annual budget for providing temporary staffing services to the MDES?

A. \$2.5 million (estimated)
4. If there is a previous vendor, can MDES provide the hours used for each of the job positions utilized for the past year?

A. The positions are 39 to 40 hours per week.

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5. Can the MDES provide the job titles and job descriptions for the positions utilized under this RFP?

A. Employment Specialist II - This is the second proficiency level in the Employment Specialist series. Work involves a wide range of professional assignments related to the varied programmatic aspects of the Mississippi Department of Employment Security. Duties include assisting with the intake and appropriate placement of applicants; working with potential employers to promote cooperative relationships; assisting with unemployment compensation and related issues; collecting and analyzing data related to Employment Security matters; reviewing collected data and information to formulate recommendations on a variety of agency and public reports and applications pertaining to work performed by the agency; and assisting clients and providing assistance to staff in all phases of Employment Security work. Work is performed under the supervision of an administrative superior.

Special Projects Officer IV - This is professional work in directing major research and project activities in a state agency with an extremely varied and complex program. Incumbents are responsible for planning, organizing, and coordinating project activities of the agency and directing specific aspects of the overall work program. Duties also include participation in policy formulation of the agency and responsibility for ensuring that this policy is adhered to in the agency's programs, projects, and other activities. Work is performed in accordance with advanced modern economic principles and techniques. Incumbents may supervise subordinates. Incumbents work under the administrative direction of the agency head, and work is reviewed through conferences, personal inspection, written reports, and results obtained.

6. Can the MDES provide the hourly rates assigned to each of the job titles and positions utilized under this RFP?

A. Employment Specialist II - \$14.90/hr.
Special Projects Officer IV - \$17.85/hr.

7. Under Section 4.1.2, Minimum Qualifications to be Deemed Responsive, the RFP states that a vendor must be licensed to conduct business in the State of Mississippi but in Section 1.4, the RFP states that a vendor must either be registered in the State of Mississippi or that it will do so within seven (7) business days of being offered an award. Can the MDES clarify as to whether or not a bidder must be registered to do business in the State of Mississippi at the time of submitting their response to this RFP or within seven (7) days of being offered an award?

A. The bidder must be registered to conduct business in the State of Mississippi. If not yet registered, the bidder must clearly indicate it will be registered within seven (7) business days of being offered an award.

8. If additional space is required by a bidder to provide an adequate response to the questions in Attachment A, may the bidder either expand the space needed for each question or attach additional pages with their corresponding responses to each of the questions in Attachment A?
 - A. Yes, either way would be acceptable.
9. Who is the current incumbent on this contract?
 - A. Please see the answer to question 1.
10. What is the current pricing on the contract?
 - A. The current mark-up is 26.5%.
11. What is the budget allocated to this contract?
 - A. Please see the answer to question 3.
12. How many temps are currently working on the existing contract and will they all be transitioned to the new vendors?
 - A. MDES has 57 temporary employees as of October 2019 and would like to transfer all employees, if possible.
13. Is it a multiple award contract?
 - A. No. This is a single award contract.
14. Please provide the duration for this contract?
 - A. Please see "Contract Duration" in the IFB.
15. How many references are required?
 - A. References are not required.
16. Can you please explain the specific requirements of each of the tiered background checks.
 - A. The contractor will be expected to perform both Tier 1 and Tier 2 background checks on temporary staffing employees. The level requested will depend on the position. Tier 1 is for non-sensitive, low risk positions while Tier 2 is considered moderate public trust positions.

17. What are normal payment terms for invoices? Is it net 30 or longer?
- A. Please see “Contract Administration” in the IFB.
18. What are the jobs that are typically requested to be filled by a staffing agency?
- A. Most of the positions are clerical.
19. Are the jobs clerical as well as light industrial? If so what percentage is clerical?
- A. Most of the positions are clerical; however, other positions (e.g. light industrial) may be necessary depending on agency needs.
20. Are there any high level roles outsourced to staffing agency, for example accountants, legal, professional, IT?
- A. High level roles outsourced to a staffing agency could include IT positions.
21. Can you explain why an associate would have to travel around the state, would they be in a company vehicle or be expected to use their personal vehicle?
- A. These occasions will depend on the specific job requirements that may include community outreach. Temporary workers must use their own vehicle and must have proof of minimum insurance coverage as required by Mississippi law.
22. Is pre-employment drug testing required, if so how many panels?
- A. While not required, it is expected that temporary staffing applicants are properly screened.
23. I'm asking about job titles in part to get an idea of the workers comp code. Is there a commonly used workers compensation code used by the agency(ies) staffing for MDES?
- A. Please see question 5 for the job titles and corresponding descriptions. Most of the agency’s temporary staffing needs will be clerical requiring a clerical worker’s compensation classification code. The agency’s temporary staffing requests are based on need, and there can be instances whereby the agency might need a more industrial type of worker belonging to a different classification.
24. Can a list of pay rates be provided?
- A. Yes, please see the answer to Question 6.

25. Can you provide the URL for the Contract/Procurement Opportunity Search Portal referenced in RFP Document?
- A. https://www.ms.gov/dfa/contract_bid_search/Bid?autoloadGrid=False
26. How many vendors will be awarded?
- A. Please see the answer to question 13.
27. What is the budget for this contract?
- A. Please see the answer to question 3.
28. Can you please provide the previous spend for this contract?
- A. Please see the answer to question 2.
29. Who are the incumbent vendors?
- A. Please see the answer to question 1.
30. Is there currently an incumbent company or previous incumbent, who completed similar contract performing these services? If so - can you please provide incumbent contract number, dollar value and period of performance?
- A. Yes. Contract Number - 8200015553 / Dollar Value - \$12,000,000.00 / Period of Performance – 1/1/2015 – 12/31/2019
31. Are you satisfied with incumbent performance?
- A. Questions relative to IFB 2019-02 are reserved for clarification or technical inquiries.
32. What percentage of temporary staffing employees are recruited by the current service provider versus MDES , in all of the MDES locations?
- A. None. Temporary employees are recruited through job orders created by MDES.
33. What percentage of the contract requires light industrial employees?
- A. This will depend on agency need, but currently MDES has one employee in this position.

34. What is the job description for the light industrial employees?
- A. <https://agency.governmentjobs.com/mississippi/default.cfm?action=viewclassspec&classSpecID=796504&agency=2153&viewOnly=yes>
35. In an effort to provide comparable health care benefits for the current temporary staffing employees, please provide the following information, if possible:
- What is the design of the healthcare benefit (deductible, co-pay, prescription card) which is offered by the current service provider?
 - What percentage of the temporary staffing employees participate in the healthcare benefit?
 - What is the current monthly cost of the healthcare benefit to the temporary staffing employees? What is the current monthly cost of the healthcare benefit to the service contractor?
- A. This information is only available between the vendor and its employees.
36. Who is/are the current vendors?
- A. Please see question number 1.
37. Will this be an exclusive or non-exclusive contract?
- A. This will be a single award contract.
38. What are the current markup?
- A. Please see answer to question 10.
39. What is the estimated budget for the new contract?
- A. Please see answer to questions 3.
40. How much was spent on temporary services in 2016, 2017, 2018? (for the services requested under this IFB)?
- A. Please see answer to question 2.
41. How many temporary employees are currently utilized?
- A. Please see answer to question 12.
42. How many temporary employees are in each category?

- A. Please see answer to question 12.
43. How many vacancies currently exist?
- A. MDES utilizes temporary staffers based on need and vacancies are filled as needed.
44. Will the contract require the payroll of the current temporary employees?
- A. Please see answer to question 12.
45. Are vendors required to have an office or will out of state vendors be considered?
- A. Out-of-state vendors will be considered as long as they are licensed to conduct business in the State of Mississippi as required by the IFB.
46. Can we submit a bid for specific categories, as we do not usually staff for industrial?
- A. The bid must be for the entire contract to supply temporary workers to the agency.
47. Who is responsible for paying for the background and drug testing?
- A. The vendor will be responsible for charges incurred as a result of background checks and/or drug screening.
48. Please elaborate on the possibility of travel.
- A. Please see answer to question 21.
49. Please confirm how to obtain a “State Vendor Number” as is required on the bottom of Attachment “A.”
- A. Registration information and instructions can be found at:
http://uperform.magic.ms.gov/ucontent/c2af270b12dc4c8b9d7f6e1bfcab78df_en-US/index.pdf

The link for self-registration to obtain a State Vendor Number is:

https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=100#

50. Please explain in specifics the background checks for Tier 1 and Tier 2?
- A. Please see the answer to question 16.
51. What is the yearly budget for this contract?
- A. Please see the answer to question 3.
52. What were the last three years expenditures of this contract?
- A. Please see the answer to question 2.
53. Will there be any employees “rolling over” to the new vendors payroll?
- A. Please see the answer to question 12.
54. What criminal background screens and drug screens are currently being administered by the agency?
- A. All screening is done by the contractor.
55. What are the average number of employees on the staffing company payroll?
- A. Please see the answer to question 12.
56. Can you provide the background and drug screen specific requirements?
- A. Please see the answers to questions 16 and 22.
57. Can you provide job titles and job descriptions for the positions you are staffing for?
- A. Please see the answers to question 5.
58. What is the annual anticipated Spend?
- A. Please see the answer to question 3.
59. What is the average length of assignment?
- A. 1.1 years
60. How many associates do you use annually?
- A. This number can fluctuate depending on agency need.

61. Do you currently have any associates working for you? If so will they be required to change agency should a new agency be selected?
- A. Yes. MDES would like to transfer all employees, if possible.
62. Who is your current provider? Can you provide current pay rates?
- A. Please see the answer to questions 1 and 6.
63. What is the anticipated revenue of the contract?
- A. Please see the answer to question 3.
64. Will multiple vendors be awarded the bid or just 1 vendor?
- A. Please see the answer to question 13.
65. While the bid covers the entire state what county will realize the greatest usage for temporary staffing?
- A. MDES has call centers in Jackson and Hattiesburg, MS; therefore, it is anticipated the counties of Hinds and Forest will likely have the greatest need for temporary workers.
66. Are you allowing red lines for the bid?
- A. No, redlines are not accepted.