



Mississippi Department of Employment Security

Tate Reeves
Governor

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Consolidated Questions and Answers Temporary Staffing Services RFx 3160007364

1. The RFP states that “Bidder must provide at least one reference from a Mississippi vendor”. Would a reference from an MS based subcontractor be acceptable?
Please refer to Section 6.5 References in IFB 2025-01.
2. It mentions that the “Vendor *must* currently have an occupied office space in Mississippi.” Is this mandatory? Can office space be established at the time of the award?
Please refer to Section 6.2 Registered to Conduct Business in Mississippi in IFB 2025-01.
3. I would like to confirm whether submission of audited financial statement is mandatory as part of the proposal.
Please refer to 6.3 Financial Stability or Solvency in IFB 2025-01.
4. Are there specific job titles and descriptions for each of the categories mentioned (e.g., administrative assistant, employment interviewer, data entry, etc.), or should we assume a general capability in each area?
We mostly hire Employment Specialists I’s, Employment Specialists II’s, Administrative Assistants, and Staff Officer I. Any other positions are up to the Agency needs. Each position job description and qualifications by locations and department within MDES but will not be out of the scope of work provided in Section 4 – Scope of Work in IFB 2025-01.
5. How many positions will be required per year throughout the contact term? Which position is required the most?
It will depend on the Agency’s needs.
6. Does MDES require a certificate of insurance after award?
Yes.
7. Are there any mandated Paid Time Off, Vacation, etc.? **No**

8. What factors will you consider the most when making your final vendor selection?
Please refer to Section 6- Minimum Bidder Qualifications to be Considered Responsive, Responsible, and/or Acceptable.

9. Could you please provide a list of holidays?

New Years's Day	January 1
Dr. Martin Luther King, Jr's & Robert E. Lee's Birthday	Third Monday of January
Washington's Birthday	Third Monday of February
Confederate Memorial Day	Last Monday of April
National Memorial Day & Jefferson Davis's Birthday	Last Monday of May
Independence Day	July 4
Labor Day	First Monday of September
Armistice of Veteran's Day	November 11
Thanksgiving Day	A day fixed by proclamation by the Governor of Mississippi as a day of Thanksgiving, which shall be fixed to correspond to the date proclaimed by the President of the United States
Christmas Day	December 25

10. Will there be industrial positions in scope for the RFP?
Please refer to Section 4 Scope of Work.
11. Will any of the positions allow for a work from home option?
Most positions are onsite with some potential of travel.
12. Does the MDES always require qualified and competent staffing within twenty-four (24) hours of the Agency's order? Can staffing be provided before the background verification?
Please refer to section 4.2 Contractor Duties in IBF 2025-01
13. Please provide details on what the Tier 1 background checks and Tier 2 background checks are.
Tier 1 is for non-sensitive, low risk positions while Tier 2 is considered moderate public trust positions.
14. Where in the bid does MDES require the response to Section 6- Minimum Bidder Qualifications to be Considered Responsive, Responsible, and/or Acceptable?
Please refer to page 17 and 18 if IBF 2025-01

15. What is the average duration of assignments for temporary employees?
Mostly considered long term assignments
16. Are there any preferences for local vendors?
To be considered responsible and accepted we are requesting bidders to have an occupied office in Mississippi and at least one Mississippi reference.
17. What is the tentative start date of this engagement?
December 30, 2025
18. What are the positions that might be required?
Please refer to question 4.
19. Can you clarify the expected number of awards for this solicitation?
Per Section 5.4 The agency intends to award one (1) contract to provide the services described in this IFB to the lowest responsible and responsive bidder.
20. Will local vendors be provided with additional points in evaluation? **No**
21. Are you having trouble finding the talent you need? **No**
22. Has worker quality been an issue for you? **No**
23. It is mentioned in the IFB that “Each page of the bid form and all attachments shall be identified with the name of the bidder.” Does it need to be included in the entire bid?
Please see attachments A-H.
24. Can the name of the bidder identify on each page of the bid form and all attachments be included on the header/footer of the bid in form of a logo? Please clarify the requirement.
Please see attachments A-H.
25. Are attachments G and H required to be submitted as part of the bid?
Please refer to Section 8 – Bid Submission Format and Requirements.
26. Could you confirm whether the scope of this RFP includes IT Staffing Services?
Please refer to Section 4 - Scope of Work. The assignments primarily involve filing and general office duties, administrative assistant/secretarial duties, employment interviewers, computer operations, data entry, basic accounting, and some industrial.
27. Would it be acceptable to submit a proposal only for IT Staffing Services?
No, we will not award for only one segment of the bid.
28. Travel in the state of Mississippi may be required. For what purpose and what roles would travel be required?
It will depend on the Agency’s needs

29. Will you transition candidates from your current supplier to your new supplier? If so, how many people do you plan to transition?
Please refer to section 4.2.J Contractor Duties
30. Please outline your specific background and drug screening requirements.
Please refer to Section 4.2- Contractor Duties
31. What method will be used to communicate new job openings to the selected vendors (e.g., email, vendor management system, or other software)? Our HR will get in contact with the selected vendor via email.
Our HR will get in contact with the selected vendor via email.
32. What have been the primary challenges in working with vendors under the current or previous contract?
There have been no challenges.
33. What is the expected timeframe for vendors to submit candidate résumés after receiving a new job request?
Provide qualified and competent staffing within twenty-four (24) hours of the Agency's order
34. Are vendors permitted to contact individual departments to market the contract that has been awarded to them? If so, are there specific guidelines that must be followed?
No
35. Can we get the previous MDES incumbent's pricing?
Please refer to www.transparency.ms.gov , under "view contract by" click Contract Details for historical data or estimates.
36. What is the mark-up on the current temporary staffing contract?
Please refer to www.transparency.ms.gov, under "view contract by" click Contract Details for historical data or estimates.
37. What is the estimated annual spending on temporary staffing for MDES?
Please refer to www.transparency.ms.gov, under "view contract by" click Contract Details for historical data or estimates.
38. Under Contractor Duties 4.2.I, will travel include overnight stays?
Most travel will not include overnight stays.
39. Under Contractor Duties 4.2.I, will employees drive their personal vehicle or be issued a state-owned vehicle?
Employees are recommended to use agency vehicles if available.
40. Will the result of the IFB result in a statewide contract?
Yes, if all qualifications are met.

41. Can the qualified and competent staffing required within twenty-four (24) hours of the Agency's order be provided before the background verification? **No**
42. What are the maximum points allotted for the References?
Please refer to Section 6.5 References in IFB 2025-01.
43. What is the tentative start date of this engagement? 12/30/2025 and Attachment H required to be submitted as a part of the bid?
Please refer to Section 8 – Bid Submission Format and Requirements
44. Can you please share the amount of business each vendor did under this contract in previous years? **Please refer to www.transparency.ms.gov, under “view contract by” click Contract Details for historical data or estimates.**
45. Are you having trouble finding the talent you need? **No**
46. Has worker quality been an issue for you? **No**
47. Who is the current contractor for temporary staffing? **Staffers**
48. Please provide detailed job descriptions for all roles in scope. **Please refer to question 4.**
49. 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?
Detailed scope and specific requirements of the work required will be provided by the Contracting Agency when a Vendor on the PVL is selected for consideration with respect to a specific project or need.
50. Could you please confirm whether this contract is a renewal of an existing engagement?
This will be a new contract.
51. Are there any specific performance-related issues, services gaps, or challenges experienced during the previous contract term that incoming vendors should be aware of and aim to address? **No**
52. How many hours of overtime? What percentage of your overtime spend is per site?
Overtime pay will not be allowed unless expressly agreed and approved by both parties in writing.
53. Can you provide the average pay rates per position for the previous year?
Hourly rates are generally based on the start salary of the position filled. These rates are set by the Mississippi State Personnel Board and can be found at [Benefits and Eligibility | Mississippi State Personnel Board](#)
54. Will this RFP include direct hire positions? **No**

55. How many vendors are you currently working with? **One**
56. Is your current program under MSP? **No**
57. Is a VMS tool currently utilized for your program? **No**
58. Do you utilize a P-Card for payment? **No**
59. Will there be access to any PII and PHI? And is so what specifically would there be access to and in what position? **There will be access to PII depending on job duties, i.e. claims, unemployment, etc.**
60. Do you want all background/drug screen costs included in the bill rate, or would you prefer to have them billed as separate pass-through cost?

We prefer to include the cost in the invoice with other expenses.

61. Is there any preference on how you want our proposal printed and submitted? **Please refer to Section 8- Bid Submission Format**
62. Can we submit additional information and forms that showcase our experience and ability to provide the services you request? **Yes, additional forms/ information can be provided. Please be advised modifications or additions to any portion of the bid document may be cause for rejection of the bid.**
63. Will you accept minimal redlines to the MDES agreement in Forms G and H? If not, do we have to sign it and submit with our response? Or can these terms be negotiated after award?
Attachment H are optional clauses; Attachment G are required clauses. Signatures are required to show confirmation that you received the attachments.
64. Is there any flexibility to change the payment terms from N45 to N30?
Please refer to number 5 E-Payment of Attachment G- Required Clauses for Service Contracts Resulting from this IFB.
65. Can we provide more than one mark up?
Where a bidder submits multiple or alternate bids, but the solicitation document does not specifically contemplate that multiple or alternate bids will be considered, the Agency has the sole discretion to either reject all bids submitted by the bidder or evaluate only t bid offering the lowest overall price.
66. For the roles that may require travel, can you specify which types of positions typically involve travel, and what the geographic scope might be? Will fuel and mileage details be provided?

There is no specific position that requires travel, typically travel depends on the needs of the agency. As stated in Section 4.2 Contractor's Duties, "the employees will travel within the State of Mississippi." Fuel and mileage details are located at www.dfa.ms.gov

67. Are there specific roles that require at least an associate's degree, or is this a general minimum requirement across all categories?

Yes, there's a minimum requirement across all categories.