



February 14, 2024

ADDENDUM I

RFP Title: Staffing Personnel Agency

To participants who are interested in the RFP#23-0908

Addendum I: Response to questions:

1. What would be the number of awards you intend to give (approximate number)?
We may have multiple awards.
2. Please provide us with an estimated NTE budget allocated for this contract.
\$600,000.00 (NOTE: This is an estimate and is not a commitment to this amount)
3. Is this an old contract or a new contract?
Is an existing contract.
4. What is the tentative start date of this engagement?
April or May 2024
5. What is the work location of the proposed candidates?
Fort McIntosh (Main Campus) and South Campus
6. 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 incumbent eligible to submit the proposal again?
Elite Employment Services LLC
7. Are there any pain points or issues with the current vendor(s)?
None
8. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?
No
9. How many positions were used in the previous contract?
40 Full Time
05 Part Time
10. How many positions will be required per year or throughout the contract term?
An estimated 50 Full Time and 10 Part Time
11. If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?
Yes
12. Can we provide hourly rate ranges for the given positions?
Yes

13. 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?
Onsite only
14. 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?
Not a requirement
15. Could you please provide the list of holidays?
Martin Luther King Jr. – Holiday (1 day)
Ester Break – Holiday (2 days)
July 4th – Holiday (1 day)
16. Are there any mandated Paid Time Off, Vacation, etc.?
No
17. Is there a preference for the local vendors?
Yes
18. Could you please confirm if we must only submit the forms as part of our proposal response?
Yes
19. What do you value most in a commercial collaboration with your vendors?
Dependability and commitment to the contract agreement
20. Could you please clarify how many references must be submitted with the proposal?
3 reference letters
21. Once awarded, how do you release your requirements? Is it through a portal or email?
Email
22. Are there any particular requirements or formats that must be followed, aside from considering the qualifications and capabilities of the contractor, when preparing and submitting the technical proposal?
Only as stated in the RFP
23. I don't see the hourly rate included. Does this mean we provide the rate ourselves?
Yes
24. Is there any requirement for the contractor to be a Historically underutilized business or is there any goal for subcontracting?
<https://comptroller.texas.gov/purchasing/vendor/hub/>
25. Please clarify the requirement of historically underutilized businesses as mentioned on page 5 of the RFP.
<https://comptroller.texas.gov/purchasing/vendor/hub/>
26. What is the minimum warranty the District is referring to?
Does not apply for services
27. What are the requirements/expectations that need to be provided in this section of the proposal?
For information needed see page 3 Specifications and fill in the forms on pages 9 to 12.
28. Do we need to provide a sample of Certificate of Liability Insurance?
A Certificate of Liability Insurance is needed for the award contractor
29. What is the expected duration of the assignment of the temporary personnel?
At least 6 to 12 months

30. What are the positions expected under the category “Event Setup”?
To assist with setting up decorations, chairs, tables, moving boxes, equipment, etc.
31. What is the minimum of 7 employees that the District is referring to in RFP Form I?
We need at least 7 employees working as per the college academic year
32. Is it mandatory to have a past relationship with the District?
No
33. As per our understanding, the District requires 1 original and 2 copies of the proposal. Please confirm if anything else is required.
No, just what is requested in the RFP
34. Does the District require Form 1295 along with the proposal?
No, only for the chosen contractor

Addendum I: Updates and Addition within the RFP:

SPECIFICATIONS

Updated:

The purpose of this RFP is to solicit sealed proposals for the one-year agreement month-to-month contract for temporary personnel for the Fort McIntosh Campus and South Campus with an option to renew the contract annually for the period, which by law cannot exceed five years. At the time of yearly renewal, rates may be renegotiated by the contractor. Work schedules are subject to change and are at the discretion of the District. Services will be done on a daily basis throughout the month from 8:00 a.m.-6:00 p.m. and /or a flexible schedule which includes the following for night custodians / General Maintenance Laborer:

QUALIFICATIONS OF CONTRACTOR

Added:

9. All Contractors’ employees must perform and pass a drug test to perform any work or services at any Campus. The **District** will require drug tests for any employee assigned to any Campus.

Thank You,

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