



## **QUESTIONS AND ANSWERS**

### ***Request for Proposals for Professional Temporary Staffing Consultant Services***

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#### **Round 5 of Questions and Answers:** Issued April 7, 2016

1. For positions not included in the RFP, how and when is the pricing submitted by the vendor? Would the new positions added be 37.5 hours per week for a minimum of 6 months?

**Pricing for positions not contained in the RFP will be requested on an “as-needed” basis. All consultants will be required to work 37.5 hours per week. Duration of assignment will be made on a case by case basis, but generally, a six month commitment is required.**

2. Page 13, Section 6.1.1.6: the last paragraph, mention of vacations of regular consultants. Would you require winning vendors to staff a few days, 1 week, 2 week, 3 week and 4 week vacations for the job titles listed in the RFP and added position titles not listed in the RFP?

**Vacation staffing will be handled on a case by case basis.**

3. Page 14: first line, maintain pool of candidates sufficient to meet the needs within a reasonable time of being requested. Once you release a job, there is a 3-5 day time period to submit candidates. Once an offer is made and start date given, there is a 3-5 day hiring process required to meet the background check and other hiring requirements of the RFP, will that be acceptable and considered reasonable?

**Yes.**

4. Page 18, Section 7.4: at the end of the five year term, any candidates submitted, working or not at the end of the term, would be subject to the full-time placement fee should the Agencies want to hire any of the candidates working or submitted to Agencies during our contract term or extensions for a period of two years after the end of our contract or extension contracts, would you agree to these terms?

**No.**

5. Page 24, Section 9.4.1: would the Agencies waive the requirement for errors and omissions coverages our current prime contracts with NYS OTDA and NYS Lake George Park Commission do not require these insurances?

**No.**

6. Do you have a list of firms who have downloaded the RFP so that we could approach the primes about being a sub?

**No.**

7. Is the RFP only for staffing firms providing temporary attorneys to work directly for the agencies, rather than for law firms to provide outside counsel?

**The RFP is not seeking law firms to provide outside counsel. If law firms are in the business of providing attorneys on a contract basis, in the same way temporary staffing firms do, the Agencies will review any such proposal and consider it.**

8. What is the potential contract volume?

**The Agencies respectfully decline to respond.**

9. Who is the current contract holder?

**See response to Question 3 of Round 1 of Questions and Answers.**

10. What are the current Wage rates, Bill Rates, Markups and Permanent Placement fees for each job title under the current contract?

**See response to Question 3 of Round 1 of Questions and Answers.**

11. Why are the Agencies going out to bid?

**The Agencies respectfully decline to respond.**

12. How many candidates have the Agencies utilized in the past for each job type? I.e., how many Certified Public Accountants were utilized over the length of the current contract, how many Accountants, etc.)?

**Non-Applicable.**

13. How much lead-time is given prior to candidate interviews conducted by the Agencies?

**Lead time is contingent upon the availability of the candidate and Agency staff.**

14. The RFP only mentions submitting the proposal via email. Please confirm that no written copies are to be delivered.

**The Agencies preference is for proposals to be submitted via email. If electronic submission poses a hardship, contact the Agencies for an alternative method of delivery.**

15. Page 14 – First bullet states that the “Maintenance of a pool of candidates sufficient to meet the needs of the Agencies within a reasonable time of being requested.” Are you looking for suppliers to maintain candidates specifically for NYS HCR positions detailed in the RFP?

**Yes; however, additional job titles may be added at a later date.**

16. Where will the positions be located?

**New York City.**

17. Is there a chance the contract employees may go direct/permanent? If yes, after how many hours can they be converted?

**This would be addressed on a case by case basis, not a standard number of hours worked.**

18. Please provide historical volumes by each category.

**Non-Applicable. See response to question 3 of Round 1 of Questions and Answers.**

19. What are the other potential job titles not listed?

**This information is unknown at the present time.**

20. Does internship count as work experience?

**Yes, it generally does.**



# Homes and Community Renewal

ANDREW M. CUOMO  
Governor

JAMES S. RUBIN  
Commissioner/CEO

## **QUESTIONS AND ANSWERS** ***Request for Proposals for Professional Temporary Staffing Consultant Services***

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**Round 4 of Questions and Answers:** Issued March 18, 2016

1. What is the anticipated total annual spend under the new contract?  
**The Agencies' decline to respond.**
2. How many positions are envisioned for each of the nine (9) titles?  
**At this time, this information is not known.**



## **QUESTIONS AND ANSWERS**

### ***Request for Proposals for Professional Temporary Staffing Consultant Services***

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#### **Round 3 of Questions and Answers:** Issued March 17, 2016

1. Can you please provide the current consultants Pay rate, Bill Rate and Markup who are working on the current contract?

**Non-Applicable. See response to question 3 of Round 1 of Questions and Answers.**

2. How many temporary consultants are currently working on the contract?

**Non-Applicable. See response to question 3 of Round 1 of Questions and Answers.**

3. What is the annual spend amount for last contract?

**Non-Applicable. See response to question 3 of Round 1 of Questions and Answers.**

4. Can you please provide the approximate spending for each job class covered in last contract?

**Non-Applicable. See response to question 3 of Round 1 of Questions and Answers.**

5. Is it necessary that we bid for all the positions mentioned under the Consultant Services?

**No.**

6. Can we bid only for the HR Resource Assistant and HR Resource Personnel Recruiter (Page 14 - 16) - Consulting Services?

**Yes.**

7. What kind of documentation should we provide to evidence our staffing capability, vetting approach etc.?

**The Proposer should provide documentation describing, in detail, its capabilities and methods indicated on page 22, Section 3b.**



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## **QUESTIONS AND ANSWERS** ***Request for Proposals for Professional Temporary Staffing Consultant Services***

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**Round 2 of Questions and Answers:** Issued March 14, 2016

1. We are a woman-owned business. To qualify for the RFP, do we have to team up with the other vendors so that we include all the various segment or can we apply only as a woman owned entity? (3/14/2016)

**You may submit a proposal solely as a women-owned entity.**



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## **QUESTIONS AND ANSWERS** **Request for Proposals for Professional Temporary** **Staffing Consultant Services**

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### **Round 1 of Questions and Answers:** Issued March 11, 2016

1. Please let me know if this RFP is open to all staffing agencies, including those which are not M/WBEs. (3/10/2016)

**Any firm, regardless of MWBE status, may submit a proposal to this RFP.**

2. What is the annual budget for this contract? (3/7/2016)

**The Agencies decline to respond.**

3. Is there any incumbent on this contract? If yes, please provide the incumbent details and contract number. (3/7/2016)

**No.**

4. Please let us know the last year's spending on this contract. (3/7/2016)

**Non-applicable.**

5. Is it single award or multiple award contract? (3/7/2016)

**The response to this question is included in the RFP (see Section 5 of the RFP).**