

REQUEST FOR PROPOSAL
TEMPORARY EMPLOYMENT SERVICES
KINGSPORT CITY SCHOOLS

ADDENDUM ONE
Issued November 4, 2022

The following questions were received in response to the Request for Proposal for temporary employment services for Kingsport City Schools. We have made our best effort to answer the questions. Several questions have been left unanswered because they are unknown. This RFP is solely for the purpose of temporary employment services that will be used from time to time as a backup. We do not know how many times the service will be utilized during the year or if it will be used at all. Further information is not available at this time.

1. Is this a new initiative? If not, who are the current vendors? Yes it is a new initiative.
2. Is the vendor required to submit all job titles? YES the vendor is required to submit all job titles.
3. What are the historical annual spending volumes in the project? N/A
4. What is the estimated budget for this project?
5. Is the vendor required to provide a certificate of insurance upon submission, or upon contract award? Upon submission of proposal response, the vendor is required to submit a certificate of insurance.
6. Is the vendor required to have a TN business license in order to conduct business with the state? YES the vendor is required to have a Tennessee business license.
7. Is the vendor required to have a physical office in TN? Yes, the vendor is required to have an office in Tennessee.
8. Can the district please clarify how needs for vendor supplied contractors will be disseminated to awardees post award?
9. Can the district please provide a detailed explanation for how points will be awarded for the pricing section of this solicitation (i.e. lowest bill rate receives maximum points, and next lowest vendor receives a prorated amount; lowest bill rate receives maximum points, and the next lowest vendor receives a predetermined amount of points)?
10. When is the estimated contract award date, and how will the district communicate award status to vendors? The contract will be awarded in January 2023 due to obtaining Board of Education and Board of Mayor and Aldermen approval.
11. How many vendors does the district expect to award a contract to for the services requested in this solicitation? 1-2
12. Can the district please provide incumbent information and current bill rates for contracts in place for similar services? N/A
13. What is the expected amount of full-time, vendor supplied (Custodians, School Secretary, Bookkeeper, HR Assistant, Payroll Assistant, and Office Assistant) needed during the 2022-23 SY?

14. Can the district please provide the total amount of full-time, vendor supplied (Custodians, School Secretary, Bookkeeper, HR Assistant, Payroll Assistant, and Office Assistant) utilized during the 2021-22 SY?
15. Can the district please provide the total amount of billing, broken down by vendor and classification, for all vendor supplied (Custodians, School Secretary, Bookkeeper, HR Assistant, Payroll Assistant, and Office Assistant) utilized during the 2021-22 SY?
16. Can the district please describe the supplies and materials that contracted providers will have access to at the district? (wifi, computer access, testing material, office supplies, etc.)? Contractors will have all necessary equipment provided.
17. What travel between schools is expected for these providers?
18. Will the district review other SPED service classifications if submitted with the vendor proposal? No, only the positions listed will be considered.
19. Can the district please clarify the maximum weekly allowable hours approved for providers requested in this solicitation?
20. Will the district accept contract exceptions? No contract exceptions will be made
21. Will the district clarify if vendor-supplied staff have to be offered the same pay rate as what is mentioned for the markup percentage? Or is the vendor able to use that for bill rate submission, but have different pay rates to staff?
22. Would the district consider modifying the insurance requirements to align with reasonable industry standard? No, we cannot modify the existing insurance requirements.
23. How many employees currently work under (or will be anticipated to work under) this contract?
24. Who are the present vendors? This is a new initiative.
25. What are the current billable hourly rates or percentage mark-up rates? N/A
26. What were the hourly bill rates or percentage mark-up rates at the time of award? N/A
27. How much was spent (dollar value) on this service last year? N/A
28. How much is intended to be spent (dollar value) once the contract is awarded?
29. Is there a Prevailing/Living wage requirement associated with this project?
30. Are additional points awarded to firms who are or have Minority Business Enterprise (MBE) partners?
31. Provide the total number of temporary staff on current assignments? Provide the job classification of each worker, vendor assigning the temporary employee, and the pay/bill rate for the temporary employee. N/A
32. Please provide a copy of the proposal of all current vendors providing temporary employment Services including rate/cost sheets. N/A
33. Is there any preference to the local vendors? Yes
34. What is the estimated budget for this RFP? If unknown, please specify the previous spending.
35. What are the most frequently used job categories in the subject matter RFP? We believe it will be custodians; however, it is not clear at this time.

36. What is the average length of the assignment?
37. Describe how vendors under contract will receive a fair share of business without vendor rotation of job orders implemented in the procurement process?
38. List of benefits current employees receiving from the incumbent. N/A
39. List of client mandates holidays. Independence Day, Labor Day, Thanksgiving (3 days), Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day
40. Please confirm, it is mandatory to provide the insurance certificate with the response. Yes
41. List of vacation and holidays current employees receiving from the incumbent. N/A
42. What is Mandate Living wage and Supplemental benefits?
43. Details on benefits package current incumbent providing to temp staff. N/A
44. Is there any benefit for local vendor? Yes
45. Please confirm, it is mandatory to utilize the subcontractor for this contract?
46. Do we need to provide the references for this contract? If yes, how many references we need to provide? At least three references need to be provided.
47. Please clarify, which format we need to follow to prepare the cost proposal? Vendor's choice
48. Is it mandatory to provide to do business License/ certification of the State of FL? The vendor should be licensed to do business in the state of Tennessee and have a physical office in Tennessee.
49. Please confirm, which format we follow to prepare the proposal? Vendor choice.
50. Please provide the below forms which we need to include in our proposal. Signed & Completed Proposal Including Reference Page - This is vendor's choice. Signed & Completed Bid Certification - This needs to be removed from the Required Documents Checklist.
51. Which positions will require driving? None of the positions require driving.