



818 S. FLORES ST. SAN ANTONIO, TEXAS 78204 www.saha.org

Procurement Department

ADDENDUM #4

To: 0911-962-69-3081

RFP for Temporary, Contract, and Direct Hire Personnel Services

Date: May 20, 2010

The closing date is hereby extended until 11:00AM June 2, 2010.

- 1. Question: Our question was regarding the job descriptions that were attached to the RFP. Were those positions Permanent or Contingent (as most were of the supervisory level) and was the RFP specifically geared towards those positions ONLY, or were they simply attached as an example.**

Answer: Most positions filled by the Contractor will be on a temporary basis, unless specified by SAHA. RFP is geared to all SAHA positions.

- 2. Question: In regards to references; in the staffing industry we do not have completion time frame and over/under schedule; pictures of recent projects and completed projects or warranty claims. How would you like for us to handle this information?**

Tab 5, Client Information: The proposer shall submit three former or current clients, preferably other than SAHA, for whom the proposer has performed similar or like services to those being proposed herein.

The list shall, at a minimum, include for each reference:

5.2.5.1 The client's name

5.2.5.2 The client's telephone number and address

5.2.5.3 Description of services provided to the client

5.2.5.4 Date of services; include completion time frame and days over/under schedule

5.2.5.5 Pictures of recent projects and completed projects

5.2.5.6 Warranty claims

Answer: Disregard Sections 5.2.5.4, 5.2.5.5, and 5.2.5.6

- 3. Question: Is the four-hour response time required for every temporary personnel position? Or, will non-emergency requests be allowed more time?**

Answer: If SAHA is given proper notice when the request is made, then the Contractor may have time to fill the position if it is not an emergency request.

- 4. Question: Does SAHA wish to keep the temporary/contract employees that are currently in place, even if a different Company is awarded the contract?**

Answer: No, the Contractors that are awarded contracts are the only Contractors that will supply SAHA temporary positions.



5. **Question: Is there an estimate of the number of temporary/contract employees that will be required in a certain time frame? If yes, can the types be identified?**
Answer: No, there is no estimated quantity.
6. **Question: Does SAHA have a list of the Section 3 business concerns? If not, how can they be identified?**
Answer: SAHA currently has three Section 3 Business concerns in the area of Electrical Service, Landscaping and Roofing.
7. **Question: Tab 6 – Do we need to include subsidiary companies to Spherion or divisions of our parent company; SFN Group that we would utilize to fill some of the skill sets requested?**
Answer: Yes, they must be listed in under tab 6 for subcontractors.
8. **Question: Can you verify that employees placed as a result of this contract will have daily work supervision by SAHA hiring managers with Contractor directing employees to perform work in accordance with SAHA instructions?**
Answer: Employees placed as a result of this RFP will be supervised and directed by a SAHA manager to perform work in accordance with SAHA instructions.

By: *Carl Bottoms*
Procurement Supervisor

Date: May 20, 2010