



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

Procurement Department

### **ADDENDUM #3**

**To: 0911-962-69-3081**

**RFP for Temporary, Contract, and Direct Hire Personnel Services**

**Date: May 20, 2010**

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- 1. Question: Conversion rates will vary according to time on the job (someone working 1 week would be more expensive than someone who has been working for 2 months), how do we formulate the conversion rates?**  
**Answer: Varies depending on the Contractors requirement (Example: If a temp must work 520 hours to avoid the conversion fee, but only works 232 hours and SAHA wants to hire them, the Contractor may take the remaining hours and multiply by the current bill rate  $520-232=288$  (remaining hours) X 12.16 (bill rate) = \$3502.08 (conversion rate).**
- 2. Question: So you have a breakdown of maintenance vs. clerical vs. IT temp employees needed?**  
**Answer: Based on 2009 requests: Maintenance 53%, clerical 12%, IT 0%, HAS (Leasing Agents) 35%.**
- 3. Question: Will we receive calls only from HR requesting personnel or from the property managers?**  
**Answer: Only from Human Resources**
- 4. Question: Will the request be by telephone or do you have technology that drives orders?**  
**Answer: Requests may be by e-mail or phone.**
- 5. Question: There are a lot of blanks on the pay scale. If three positions are listed, but only the top position has amounts listed are those amounts for all three?**  
**Answer: Yes**
- 6. Question: Because pay rate to temp employees cannot exceed what SAHA pays, are benefits considered? Or just the salary on the pay scale?**  
**Answer: Temp pay cannot exceed minimum salary listed on the pay scale.**
- 7. Question: Is the 4 hour response time the same for all categories of personnel? Or would SAHA want to interview for temp positions like IT?**  
**Answer: If an interview is required, additional time will be allowed.**



8. Question: What is the current temporary labor headcount at SAHA?  
Answer: 28
9. Question: Section 3.2.5 Staffing Company must respond within 4 hours that replacement can be provided by next business day. Will SAHA take the difficulty to fill by business line into consideration and on a case by case basis (e.g. non skilled position is typically filled quicker than a skilled position)?  
Answer: No, all positions are typically requested to be filled immediately.
10. Question: What are the early pay discounts?  
Answer: The Contractor may offer a discount if SAHA pays in less than 30 days.
11. Question: 5.2.1 refers to Bid Bond. Is a Bid Bond required for this response?  
Answer: No, Bonds are not required for this RFP.
12. Question: 5.2.5.5 Requests pictures of recent/completed projects. Please confirm that this is not required for this submittal.  
Answer: Pictures are not required for this RFP.
13. Question: Is Addenda Acknowledgement Form and Bidder's Certification (Attach A) to be included under Tab 5.2.1 or with separate Proposal Fees Sheet?  
Answer: Include both under Tab 1.
14. Question: Attachment F – are the job descriptions included representative of Direct Hire positions only? What positions are expected for Temporary/Contract positions? Are representative job descriptions available for Temporary/Contract positions?  
Answer: Attachment F, job descriptions, is valid for Direct Hire and Temporary personnel that might be required.
15. Question: Question: Section 3.2.8 Monetary Penalties – Sections 9.8.1 & 9.8.2 One Year Warranty – Section 9.43 Liquidated Damages – These sections appear very similar. Please explain the main differences between these sections.  
Answer: Delete Sections 9.8.1, 9.8.2 and 9.43. Section 3.2.8 remains in force.
16. Question: Limitation of Liability: In no event shall SAHA be liable to the successful proposer for any indirect, incidental, consequential or exemplary damages.  
Answer: You may submit suggested changes with your submittal. SAHA may consider all suggested changes. This is negotiable.
17. Question: Is there a form we need to complete showing good faith effort to work with small/minority/disadvantaged businesses?



**Answer: No, but all proposers must submit a plan to utilize S/W/M/BE if subcontracting opportunities are identified. Contractor must show a good faith effort to identify subcontracting opportunities in the SWMBE plan.**

**18. Question: Is pricing required for all listed positions in the Proposal Fee Sheet or are we able to submit pricing only for those positions we feel we can successfully place?**

**Answer: List pricing for only the positions you can successfully place. You do not need to list pricing for all positions.**

**19. Question: Attachment A- Proposal Fee Sheet – There are 3 columns, Bill Rate, Conversion Rate, and Time Required to Convert at no charge to SAHA. What is the “Conversion Rate”?**

**Answer: The rate charged by the Contractor to convert a temporary employee to a permanent employee of SAHA prior to the required hours as a temporary employee. Example: If the Contractor’s policy is after 90 days of temporary employment at SAHA, the employee can become a permanent employee at no charge to SAHA, what is the charge to convert the employee prior to 90 days.**

**20. Question: Section 3.2.14 Resumes – is requesting a minimum of three resumes for review & Section 3.3.3 Preliminary Screening – is requesting the top 5 candidates for review. What if anything is the difference between the two? How many candidates are to be sent for review, 3 or 5?**

**Answer: Section 3.2.14 is for temporary and contract employees. Section 3.3.3 is for Executive Recruitment. If resumes are required by SAHA for temporary or contract employees, a minimum of three is required. If the Contractor is asked to accomplish an Executive Recruitment, the 5 top candidates will be presented to SAHA.**

**21. Question: Will there be an opportunity to negotiate the contract after award with regard to certain items such as, 30-day No Pay clause, indemnification language, most favored client terms (9.45, Page 40) (in light of SAHA’s required pricing terms listed in RFP. 3.8, Page 16), etc.?**

**Answer: SAHA will consider negotiating these items but the Contractor must identify the items and propose acceptable terms with the submittal of the proposal.**

**By: Carl Bottoms  
Procurement Supervisor**

**Date: May 20, 2010**