



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

Procurement Department

ADDENDUM #2

To: 0911-962-69-3081

RFP for Temporary, Contract, and Direct Hire Personnel Services

Date: May 14, 2010

- 1. Question: For Section 3, when you say new hires: is that permanent employees or does our temp pools count?**
Answer: No, the temp pool does not count.
- 2. Question: How can we determine a hard number of new hires for the Section 3 plan?**
Answer: SAHA expects your best faith effort to determine the number of new hires if you were awarded a contract pursuant to this RFP.
- 3. Question: Do we have to match the wages that SAHA pays for the same or similar work?**
Answer: Yes, section 3.8 states that all temporary employees must be paid the same that SAHA pays permanent employees for the same position.
- 4. Question: How can we find the spend amount for SAHA's previous contracts?**
Answer: For the prior contracts, SAHA was granted authority by the Board of Commissioners to spend \$1,000,000.00 per year.
- 5. Question: Do you have any idea how many temps are working on any given day?**
Answer: No, that information is not available.
- 6. Question: Are all the properties in San Antonio?**
Answer: Yes, all properties are in San Antonio.
- 7. Question: Do you know how many vendors SAHA is choosing for contracts?**
Answer: No, SAHA reserves the right to award multiple contracts.
- 8. Question: Section 3 on page 42 states "claiming Section 3 business preference" If we are not claiming a preference, do we need to submit a plan?**
Answer: Yes, every vendor submitting a proposal must submit a Section 3 plan.
- 9. Question: Page 23 Criteria Description – Where does it say anything about a Section 3 plan?**



Answer: Section 6.2.4 No. 3 Allows a maximum of 20 points for the Strength of the Section and SWMBE plans. Also, Section 5.2.7 requires all proposers to submit a Section 3 plan.

10. Question: If we want to bid on everything in the RFP, can we use subcontractors?

Answer: Yes you may use subcontractors. All subcontractors must be listed in tab 6.

11. Question: Do you have to qualify for Section 3 preference to proceed to the section 3 plan?

Answer: No, all Vendors submitting a proposal must submit a Section 3 plan.

12. Question: If the addendum affects material portions of the RFP, will the deadline be extended?

Answer: Extensions will be granted at the sole discretion of SAHA.

13. Question: One website stated that all questions were due by 2:00PM May 4th but the RFP states 7 days prior to closing. Which is correct?

Answer: All questions must be submitted 7 days prior to the closing date.

14 Question: Can you please give a better understanding of the 8 hours of instruction training requirement stated in Section 3.2.10?

Answer: If any temporary employee needs additional training other than OJT, the Contractor must provide (when requested by SAHA).

15. Question: On the bill rate schedule do you allow a low to high range since a minimum, mid point and maximum pay rate is provided?

Answer: No, one flat rate will be listed. Temps are hired at the entry level.

16 Question: Can we use our own timekeeping system?

Answer: Yes

17 Question: What is the timekeeping approval process?

Answer: Temp employee provides the timesheet to the manager for signature then returns approved timesheet to the Contractor.

18. Question: Is the background check vendor one of the proposer's choice?

Answer: Yes, the vendor will be the choice of the Contractor.

19. Question: What is the order process (centralized or decentralized)?

Answer: Centralized thru Human Resources



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20. **Question: What type of drug screen is required?**
Answer: Non regulated or rapid test to be conducted by Contractor at Contractor's expense.
21. **Question: Do you want individual invoices for each person working at SAHA?**
Answer: No, all employees on one invoice is preferred.
22. **Question: Conversion fees – can the fee be based upon the number of hours worked vs. 1 flat rate regardless of how many hours they have worked towards their “no fee” conversion period?**
Answer: Yes
23. **Question: Are there other locations to be serviced other than 818 S. Flores St?**
Answer: Yes SAHA has location throughout San Antonio.
24. **Question: How is the program currently being managed?**
Answer: Through Human Resources
25. **Question: What issues, if any, has SAHA identifies that it would like to see improved under the program?**
Answer: The response time to fill a position and pre-screening of resumes.

By: Carl Bottoms
Procurement Supervisor

Date: May 14, 2010