



ADDENDUM #5

To: 0911-962-69-3081

RFP for Temporary, Contract, and Direct Hire Personnel Services

Date: May 26, 2010

- 1. Question: Page 16: Please clarify: 5.2.1 - One original and 3 copies are to be submitted. The Fee Proposal and Cost Analysis is to be separately enclosed with the original in a sealed envelope; whereas, during the pre-submittal meeting you asked for a total 3 copies, one attached with an open sheet of Fee Proposal.**
Answer: One original and 3 copies must be submitted. Only the original should contain the Fee Proposal Sheet.
- 2. Question: Pg. 18: 4.3.1.2 - On the package, you've asked for: {Insert month, day, year, time of Bid Opening}. What is that?**
Answer: It is asking you to enter the month, day year and time of the bid opening. For this RFP – June 2, 2010 at 11:00AM
- 3. Question: Attachment C, Profile of Firm Pg. 52: If licenses indicated on paragraphs 9 & 10 do not pertain to the staffing agency, should we write N/A?**
Answer: Yes
- 4. Question: Section 3: What are forms S3-600 2(a) and S3-600 2(b) for?**
Answer: These forms are completed by the Contractor selected for this service after award of a contract.
- 5. Question: There are no forms for Tabs. 3, 4 & 5 indicated on Pg. 42. Should these be self-created?**
Answer: Tab 3 is the Profile of Firm. A form is included in the RFP. Tabs 4 and 5 are self created.
- 6. Question: Is Tab 6, "Subcontractor/Joint Venture Information" available as a form, or just a separate statement to that effect is enough?**
Answer: You must list all subcontractors under this tab. If you have no subcontractors place a piece of paper with the notation "No subcontractors or Joint Venture" under the tab.



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7. **Question: Where is Tab 8, "SWMBE Utilization Plan?"**
Answer: All Contractors must submit a SWMBE utilization plan and place it under this tab. Explain how you will attempt to use SWMBE companies for any subcontracting opportunities. There are no forms for this section.

By: *Carl Bottoms*
Procurement Supervisor

Date: May 26, 2010