



FAQ release June 6, 2019

Request for Proposal: Temporary Employment Agencies for Digitizing Records

Q1: How many records are involved with this project?

A: There are over 150,000 records to be prepped and scanned. However, this project will not complete all 150,000+ records.

Q2: How long is this project expected to last?

A: Per Section 1.07 of the RFP, the project period will begin June 17, 2019 and will end August 31, 2019.

Q3: What is the expected spend?

A: Estimated costs for temporary employees, through the project end date, will not exceed \$250,000.

Q4: How many employees are required?

A: Per section 1.10.01 of the RFP, vendors should be prepared to provide up to fifteen employees to complete the project.

Q5: Is there an incumbent vendor. If so, who is the vendor?

A: There is not an incumbent vendor.

Q6: How many awards will be made?

A: Per Section 1.05.03 of the RFP, Region 13 anticipates that a single vendor will be selected to fulfill the services detailed in this RFP.

Q7: Will ESC 13 mandate the hourly rate for temporary employees?

A: ESC 13 will not mandate the hourly rate for temporary employees. Vendors should submit a proposal based on current hourly rates for similar duties.

Q8: Please clarify ESC's definition of an electronic billing system and the features required by the vendor.



A: Proposers should have a billing system that allows for electronic generation of invoices based on hours submitted by the employee. Proposers should be capable of sending and receiving timesheets and invoices for verification to ESC 13 electronically. Proposers may accept electronic signatures for approval. Proposers should be able to receive payment from ESC 13 for invoices electronically.

Q9: Please clarify what will be billed?

A: ESC 13 expects to be billed by the awarded temporary agency for hours submitted by temporary employees assigned to the job. ESC 13 will submit payment to temporary agencies for hours worked, based on approvable and verified documentation submitted for payment.

Q10: What type of financial statements?

A: ESC 13 requests any financial statements showing the solvency and financial reputation of the proposer.

Q11: Are financial statements required to be submitted with the RFP?

A: Per Section 1.12.04 of the RFP, the proposer must include a corporate fact sheet, a brief history, financial statements, and certificate of insurance. See Q10 for additional information on financial statements.

Q12: Can you verify that not responding to this RFP will have no impact on future candidate submittals and assignments with Region 13?

A: Organizations not responding to the RFP will still be considered for future projects.

Q13: To aid in providing the requested hourly bill rate, can the Region 13 Education Service Center (ESC13) please provide the anticipated job classification(s)/title(s) for the position(s) it is seeking respondents to fill?

A: The anticipated job classification/title for this project will be clerical in nature.

Q14: What are ESC13's current hourly pay rate for the position(s) listed in the solicitation?

A: ESC 13 does not have an hourly pay rate for the positions being filled under this RFP.

Q15: Can ESC13 provide detailed job description(s) for the position(s) listed in the solicitation?

A: ESC 13 does not have a detailed job description for the positions being filled under this RFP. Per section 1.10.01 of the RFP, Employees will be required to sit for long periods, maintain professionalism in the workplace when dealing with confidential student and teacher records, and must have basic Personal Computer (PC) skills. Employees will prepare student and teacher folders by removing paperclips, staples and notes; verifying file documents are of a single student or teacher; labels folders and boxes for respective



schools, students, and teachers; using a personal computer and scanner, employees will scan all documents within the student or teacher file. Employees will be required to sign a confidentiality agreement and must maintain a high level of attention to detail to ensure student and teacher records remain with the appropriate school.

Q16: What specific background checks and/or drug screens are required of candidates, if any?

A: Background checks and/or drug screens are not required under this RFP.

Q17: Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to ESC13?

A: Background checks and/or drug screens are not required under this RFP.

Q18: Does ESC13 have a sample contract that respondents can review?

A: ESC 13 does not have a sample contract for review.

Q19: Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to ESC13's terms?

A: Per Section 1.03 of the RFP, Region 13 will award a contract to the vendor deemed to provide the best value for the goods and services solicited. Proposals should include all components covered in Section 1.11 and Section 1.12.

Q20: With respect to Affordable Care Act (ACA) costs, would ESC13 prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates? Please clarify.

A: ESC 13 does not have a preference with respect to seeing ACA costs. Proposals should provide the hourly rate, per person, that ESC 13 should expect to receive when invoiced.

Q21: If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?

A: Due to the pre-determined amount of funding to be received for this project, rate increases will not be allowed.

Q22: Does this bid/contract include bond requirements of any kind?

A: This bid/contract does not include bond requirements.