

July 11, 2019

SUBJECT: REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT PROFESSIONAL RECRUITMENT AND SOURCING RESEARCH SERVICES FOR MULTIPLE STAFFING FUNCTIONS AS REQUESTED ON A “CALL-IN” BASIS DURING 2019 THROUGH 2022 (RFP #57764) – ADDENDUM #3

Dear Sir or Madam:

The following questions were received from RFP recipients. The questions and the corresponding Authority answers are provided for your information and use, as appropriate.

Question #1: Is the intent of this RFP to bring talent through direct hires or contingent/contract-to-hire talent?

Answer #1: The intent is to bring talent through direct hires. Contingent hires are based on business or operational need.

Question #2: What is the percentage breakdown between direct hires or contingent/contract-to-hire talent?

Answer #2: It is unknown at this time.

Question #3: Are there any incumbent contingent workers that the Authority is interested in retaining and therefore transitioning to the selected vendor’s payroll?

Answer #3: This is not applicable at this time.

Question #4: What are the anticipated hours worked/year, factoring in the Authority’s holiday and vacation schedule? Is the chosen vendor expected to provide vacation and holiday? Are hours worked/year based on the type of hire (exempt or non-exempt).

Answer #4: Firms are not expected to provide vacation and holidays for direct hires. The Authority provides benefits, including vacation and holidays for direct hires.

Question #5: Will the selected vendor be required to have a cost accounting system?

Answer #5: This is not applicable to this RFP.

Question #6: Is this RFP to be sole sourced or will multiple firms be awarded?

Answer #6: Multiple firms may be awarded.

Question #7: If multiple firms may be awarded, can we pick and choose what positions we would like to support?

Answer #7: Yes. Multiple firms may respond to Task Order Requests.

Question #8: If multiple firms may be awarded, will there be a tiered or ranked vendor list? If awarded to multiple agencies, would there be a level of preference/ priority for the openings for certain vendors? (For example, the top two firms get a 30-day exclusive on all openings, and then the next two firms on the list have access after the initial 30 days. Then, any other awarded firms could get access to openings after 90 days, etc.)

Answer #8: Task Order Requests may be issued to all awarded firms, unless a specific need arises.

Question #9: What is the total contract value? This will be used to determine local or national recruiting support.

Answer #9: This information is not available.

Question #10: Why is this RFP being resolicited if it was just issued in 2016?

Answer #10: Call-in programs have a duration of four years and are resolicited as such.

Question #11: In the Agreement, section 21, SWAC background checks are referred to. Will these be required for all skill sets listed on the Attachment D?

Answer #11: SWAC background checks, if required by the Authority, are only conducted on awarded firms.

Question #12: It is noted in the Agreement that SWAC costs cannot be passed back to the Authority and must be absorbed by the selected firm(s). Is this correct?

Answer #12: Please see Section 21 of the Agreement, page 12, first paragraph. “The cost for said background checks for staff that pass and are granted a credential may be reimbursable to the Consultant (and its subconsultants) as an out-of-pocket expense as provided herein. Costs for background checks for staff that are rejected for a credential for any reason are not reimbursable.”

Question #13: What is the timeline for firm presentations, award and start date?

Answer #13: It is unknown at this time. There will not be presentations during this solicitation process.

Question #14: Is it the preference of the Authority to look at firms who can service multiple categories or are you looking for specialists within a single category?

Answer #14: Each placement is different and firms should propose based on the Scope of Work and the proposer requirements listed.

Question #15: Is there any insight you can share on past volume and current anticipated requirements?

Answer #15: It is unknown at this time. Recruitments are based on business need.

Question #16: Given that placement information and client names are protected information, and you are asking for this information in the RFP, how are we protected from this information getting into the public workplace via requests of the Freedom of Information Act (FOIA)?

Answer #16: You may provide the individuals' titles, as well as a description of the type of firm, industry (public or private), and a description of duties performed. The information should be descriptive enough to determine the experience of the candidates and the roles they have fulfilled.

Question #17: The Authority's internal team is recruiting these positions as well, making them a competitor. How are duplicate submittals handled and how are we protected that the Authority does not feel that they were speaking to our candidate when we submitted them and telling us it is a duplicate submittal?

Answer #17: The internal team tracks applicant submittals in the Authority's Applicant Tracking System by date/time received to ensure there are no duplicate submittals.

Question #18: Regarding Attachments F and G, how many listings of placements for each category (e.g. Engineering & Architecture, Environmental/Energy, etc.) are required? Is one listing for each category acceptable, or are many more placements/hires listings required?

Answer #18: Firms may include as many relevant or applicable listings of placements/hires for each category.

Question #19: What is your annual budget for the positions in scope (i.e. what is the historical spend)?

Answer #19: This information is not available.

Please note the date for receipt of proposals for the subject RFP remains 2:00 P.M. on July 15, 2019.

If you have any questions, please contact Ms. Courtney R. Eddington, Solicitation Manager, at ceddington@panynj.gov.

Sincerely,

David Gutiérrez
Assistant Director
Procurement Department