

**Fort Bend County  
BID 23-035  
Staffing Services**

**Q&A #1**

Question 1: What is the estimated budget for this project?

*Answer: This contract is for as needed/if needed, so there is no set budget amount.*

Question 2: Is it mandatory to bid on all positions?

*Answer: No*

Question 3: If there is an existing contract, could you please share the name of the Current Supplier?

*Answer: The tabulation is found here:  
<https://www.fortbendcountytexas.gov/sites/default/files/2021-11/B20091StaffingTabwcontacti.pdf>*

Question 4: Please share the historical spending for the year 2022.

*Answer: \$2,802,110.31*

Question 5: Can you please tell us where we can see the records for the old contract?

*Answer: <https://www.fortbendcountytexas.gov/sites/default/files/2021-11/B20091StaffingTabwcontacti.pdf>*

Question 6: Is our assessment correct or do these positions indicate an increase in current work?

*Answer: No.*

Question 7: Are there historical changes in the County's expectations and/or levels of effort for this version that occurred as a result of the last iteration?

*Answer: The scope of work has evolved with response to transitioning out of the pandemic and post pandemic efforts .*

Question 8: I examined our record and don't see activity in our contract; however, now we have recruiters available to help build candidate pools to help present to clients. Would contacting you with potential candidates be something that would benefit the Fort Bend County contract?

*Answer: No.*

Question 9: What would be the number of awards you intend to give (approximate number)?

*Answer: The contract is awarded to all bidders meeting specifications.*

Question 10: Can you please provide us with an estimated or NTE budget allocated for this contract?

*Answer: See Question 1.*

Question 11: What is the tentative start date of this engagement?

*Answer: This contract is for “if needed/as needed”.*

Question 12: What is the work location of the proposed candidates?

*Answer: within Fort Bend County*

Question 13: Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

*Answer: <https://www.fortbendcountytexas.gov/sites/default/files/2021-11/B20091StaffingTabwcontacti.pdf>*

Question 14: Are there any pain points or issues with the current vendor(s)?

*Answer: Yes*

Question 15: Is there any mandatory subcontracting requirement for this contract? If yes, is there any specific goal for the subcontracting?

*Answer: No*

Question 16: Could you please let us know how many positions were filled in the last contract? And how many positions do we expect in the current contract?

*Answer: NA*

Question 17: If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?

*Answer: Yes, however, at the rate the County is needed.*

Question 18: Can we provide hourly rate ranges for the given positions?

*Answer: No*

Question 19: Do the services need to be delivered onsite or is there a possibility for remote operations and performance?

*Answer: Depending on the position there is a possibility for remote. All positions start onsite for a minimum of thirty days.*

Question 20: Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

*Answer:* Please review the bid document. There is no mention of providing resumes.

Question 21: Could you please provide the list of holidays? Are there any mandated paid time off, vacation, etc.?

*Answer:* <https://www.fortbendcountytexas.gov/government/departments/human-resources/employees/holiday-schedule>

Question 22: Please share the names of current vendors providing these services.

*Answer:* <https://www.fortbendcountytexas.gov/sites/default/files/2021-11/B20091StaffingTabwcontacti.pdf>

Question 23: Is it possible to share the incumbent vendors' pricing information? If yes, please share.

*Answer:* <https://www.fortbendcountytexas.gov/sites/default/files/2021-11/B20091StaffingTabwcontacti.pdf>

Question 24: What is the estimated annual spending in the past under this contract for similar services?

*Answer:* 2021- \$7,363,365.93  
2022- \$2,802,110.31

Question 25: Throughout the tenure of the existing contract, please confirm the estimated headcount of temp staff worked under the incumbent contracts and how many are active at this time?

*Answer:* 24

Question 26: Is there any challenge fulfilling the current staff needs with the existing contracts for related services any specific improvements you are looking for?

*Answer:* No

Question 27: Is there any preference for the local vendor?

*Answer:* No

Question 28: If an incumbent vendor is not awarded, will there be transitioning of current employees to the new vendors?

*Answer:* This will be a case by case basis.

Question 29: Is this a new/fresh Solicitation or is this going to replace/renew any existing contract?

*Answer: replacement of Bid 20-091*

Question 30: Are past performance references from government agencies required?

*Answer: No, please review the bid specifications.*

Question 31: On page 6, in section 1.20, the solicitation states that “Pricing is NOT the only criteria for making a recommendation.” Are there any other opportunities for vendors to demonstrate value in this solicitation besides the pricing form? For example, it’s common to see requests for qualifications or references in RFPs, which can be a major differentiator. Is Fort Bend requesting any additional information like this as part of a vendor’s response?

*Answer: No, as this is not an RFP. Please review the bid document thoroughly.*

Question 32: In reference to Section 1.0 General Requirements, 1.4 Bid Document Completion, 'Fill out, initial each page, sign, and return ONE (1) complete bid document to the Fort Bend County Purchasing Department.' Does this mean we should attach the entire ITB document as part of the bid response with the pages marked 'initials of bidder' filled?

*Answer: Yes*

Question 33: The bid document constitutes a vendor information form and a contract sheet that have not been listed under required forms. Should we extract and attach them as part of the bid response or should we attach the entire ITB with the forms filled?

*Answer: Provide the entire ITB with the forms filled.*

Question 34: What is the exact number of providers per job type needed for this project?

*Answer: Many positions only require a single person, some will require up to four (4).*

Question 35: In reference to section 12.0 paragraph 2 statement that the “contractor must certify that...he/she is able and capable of performing these services through his/her own resources without subcontracting or assignment.” Can you please confirm if proposed subcontractors are allowed on bids?

*Answer: Subcontractors are not allowed in this bid.*

Question 36: There is a tab on the Excel document titled “community Interpreting” that is only visible when you click the “...” to the left of the tab titled “Detailed,” but interpreters are not mentioned in section 12.0. Can you confirm if these services are part of the current requirement and if offerors are required to fill out this tab?

*Answer: The tab for Interpreting has been removed.*

Question 37: There is a statement on the cover page that addendums will be posted no later than 48 hours prior to bid opening. In this case, that would leave approximately only one business day for offerors to modify bids as needed, get signatures on the addendum, mail bids, and ensure delivery prior to the deadline. Would Fort Bend County reconsider allowing email submission of bids or, alternatively, extending the deadline to ensure offerors have sufficient time for offerors to complete bids?

*Answer: The deadline has been extended to March 28<sup>th</sup>, 2:00PM.*

Question 38: Can you provide anticipated spend or projected volume by job title?

*Answer: No.*

Question 39: We understand that these positions may be active during normal, evening, weekend, and/or holidays. What is the anticipated length of an assignment and typical work schedule? How much overtime is expected if any?

*Answer: No*

Question 40: How will job requests be shared among multiple awarded vendors?

*Answer: Lowest bidder is contacted first. If lowest bidder cannot provide, then the next lowest bidder is contacted and so forth.*

Question 41: Can you please share the email id/details where we can raise the public record request for old RFP?

*Answer: <https://www.fortbendcountytexas.gov/sites/default/files/2021-11/B20091StaffingTabwcontacti.pdf>*

Question 42: How many positions are currently used in a single day? Please give rough estimate.

*Answer: Approximately 20.*

Question 43: Out of the mentioned staffing positions, what are the most filled positions?

*Answer: Data Entry.*

Question 44: Can we submit two (2) proposals separately as we have 2 separate entities, i.e., one for IT & Non-IT positions and other for healthcare?

*Answer: Yes.*

Question 45: What would be the estimated hours for given positions?

*Answer: Full 8 hour days for most positions, some 4 hour shifts for clinical providers, weekend work, limited extended hours may be needed to respond to an immediate need.*

Question 46: Please confirm minimum guaranteed hours per week for these positions.

*Answer: There is no minimum guaranteed quantity.*

Question 47: What is weekend and holiday shift work rate policy of County such as 1.5-time standard hourly rate? Please confirm.

*Answer: NA*

Question 48: Can you please share shift timings and location of services?

*Answer: Shift timings are located on the pricing form. Location is within Fort Bend County*

Question 49: What is average response time to provide resume of qualified resources?

*Answer: NA*

Question 50: Do we have to provide Sample Insurance Certificate with the proposal response?

*Answer: No*

Question 51: Will you award this contract to the lowest responsive bidders? Please confirm.

*Answer: See Section 5.0*

Question 52: In order to be responsive, is it mandatory to have physical office in the State of Texas?

*Answer: No*

Question 53: In order to be responsive, is it mandatory to provide Business Registration Certificate (BRC) with the proposal response?

*Answer: NA*

Question 54: Can we provide BRC certificate after the award? Please confirm.

*Answer: NA*

Question 55: Do we need to provide hourly rate or fully burdened hourly rate?

*Answer: See Pricing Form*

Question 56: We are a Virginia-based MBE firm certified by NMSDC, are we qualified to bid as an MBE?

*Answer: Fort Bend County does not have an MBE program.*

Question 57: Will bidder be responsible for providing qualified staff and managing payroll of professionals or the Department will manage the projects? Please confirm.

*Answer: Bidder is responsible.*

Question 58: Do we have to sign the contract sheet and submit it with our response?

*Answer: Yes*

Question 59: Do we have to submit signed bid document, vendor information, forms, contract sheet and pricing only?

*Answer: See Section 1.4*

Question 60: Will it be based on price, low to high?

*Answer: Yes*

Question 61: Is there any specific format for the response?

*Answer: See Section 1.4*

Question 62: Other than pricing, what factors will be considered in the evaluation?

*Answer: Ability to provide the needed staff and replace any unacceptable staff quickly*

Question 63: The Excel price sheet consists of Community Interpreting Services, do we need to provide pricing for that as well?

*Answer: No, an amended pricing form is posted, removing that tab.*

Question 64: How will vendors be scored against the evaluation criteria?

*Answer: Vendors are not scored.*

Question 65: Why is Fort Bend County going out to bid at this time?

*Answer: Many vendors are requesting price increases and due to market volatility, the contract needs updating.*

Question 66: How many locations will the provider be servicing?

*Answer: Three fixed sites and multiple sites within the community as needed.*

Question 67: Can you please provide specific locations and addresses that may be requesting roles outlined on this ITB?

*Answer: Rosenberg Annex - 4520 Reading Rd Rosenberg, TX 77471; Sienna Annex - 5855 Sienna Springs Rd Missouri City, TX 77459, North Annex - 22333 Grand Corner, Katy, TX 77450, Missouri City Annex - 307 Texas Parkway, Missouri City 77489, FUTURE SITE: 8100 FM 359 Fulshear, TX 77441*

Question 68: Will contractors need to travel between sites? If so, will Fort Bend County pay for travel between sites?

*Answer: See Section 12.0*

Question 69: Should vendor propose separate bill rates for travel and local assignments? Should the hourly rates be inclusive of mileage and lodging?

*Answer: See Section 12.0*

Question 70: How can the new vendor enhance customer satisfaction?

*Answer: Weekly meetings for excellent communication*

Question 71: Are the MBE/WBE requirements mandatory? Will Fort Bend County accept a proof of Good Faith Effort, when we are unable to meet such a requirement?

*Answer: NA*

Question 72: May we submit exceptions to contract terms and conditions?

*Answer: No*

Question 73: Will client be open to reasonable changes to insurance requirements?

*Answer: No*

Question 74: Can the State please clarify what are the insurance requirements and limits for the duration of the contract?

*Answer: This is a Fort Bend County contract. Insurance requirements are stated in Section 7.*

Question 75: Would Fort Bend County like to see any references that are similar scope to this opportunity?

*Answer: No*

Question 76: Is there a possibility of extension for proposal due date past 3/21?

*Answer: Yes, bid has been extended until March 28<sup>th</sup>, 2pm.*

Question 77: Will the County accept electronic Submission of Bid?

*Answer:* No

Question 78: Please provide the format in which vendor need to submit the proposal.

*Answer:* See Section 1.4. *This is not a proposal; it's a bid.*

Question 79: Are there any additional document/forms required besides Excel Pricing Form on CD or flash drive and hard copy, Proof of Required Insurance, W9 Form, Tax Form/Debt/Residence Certification?

*Answer:* Please review the bid document in its entirety.

Question 80: How many temporaries have been hired by the County in the current contract?

*Answer:* ten (10)

Question 81: What is the average time the County takes to hire temporary candidates?

*Answer:* maximum of two weeks, sometimes shorter

Question 82: Will the certified D/M/W/ESB firm get any preference over the competitors during the evaluation for an award? If any vendor subcontract with a certified D/M/W/ESB firm, then are they are eligible to get the preference for an award?

*Answer:* No

Question 83: Does the County has set any goal for D/M/W/ESB firm for this contract?

*Answer:* No