



November 8, 2024

ADDENDUM I

PURCHASE OF TEMPORARY EMPLOYMENT SERVICES RFP-2025-0072

I. In response to questions received:

- A. **Question:** P. 1 lists the proposal deadline as 11/21/24, 2 pm CT. On p. 4, however, it says the submittal deadline is 11/1/24, 2 pm CT. I'm assuming that p. 4 is a clerical error. Can you please confirm?

Response: The "Proposal Deadline" on the cover page of the RFP solicitation is correct. The Proposal Deadline is November 21, 2024.

Please note, the "SUBMITTAL DEADLINE" on page 4 of the RFP solicitation states,

"SUBMITTAL DEADLINE: November 1, 2024, prior to 2:00 pm CT."

and is hereby replaced with,

"SUBMITTAL DEADLINE: November 21, 2024, prior to 2:00 pm CT."

- B. **Question:** Do we need to submit EXHIBIT A with response?

Response: No, "EXHIBIT A" is part of the "Sample" Services Agreement and does not need to be completed or submitted with your proposal.

- C. **Question:** How many requirements can we expect in a year?

Response: As per Section 3 of the CSP document, "Any quantities listed in this RFP are estimated annual requirements and are not to be construed as a guaranteed quantity to be purchased under the terms of this contract. The actual payment amount will be determined by the amount of Temporary Employment Services purchased by the Alamo Colleges District."



D. **Question:** Are there any local preferences?

Response: No, there are no preferences to local Offerors.

E. **Question:** How many vendors are you planning to award?

Response: As per Section 3 of the RFP document, "Alamo Colleges reserves the right to make multiple awards as a result of this solicitation."

F. **Question:** What is the current budget?

Response: The estimated annual budget for these services is \$1.2 million.

G. **Question:** Also, what was the last spending?

Response: The information requested is not available at the time of this Addendum.

H. **Question:** Who are the current providers? Please provide me with all the incumbents response documents that they have submitted previously.

Response: The current providers of Temporary Employee Services are Manpower, Labor on Demand, Apple One, Renhill Staffing Services and 22nd Century Technologies. The incumbent's proposals are only available via a PIA (Public Information Act) request.

I. **Question:** Do you need actual resumes or sample resumes?

Response: No, actual or sample resumes are not required.

J. **Question:** With respect to minimum qualifications, what type of supporting documentation should be supported to show evidence of 2 years of work experience with higher educational institutions?

Response: Offerors should state in their proposal they have a minimum of "2 years of experience providing temporary employment services for institutions of higher education" and should provide the names and date ranges of the higher education institutions for which they have provided temporary employment services.



K. **Question:** The scope of work states that the “Offeror’s proposed pricing is to remain fixed for initial 12-months of the contract term” and the Key Dates and Information states that “RFP will begin upon award and terminate January 31, 2028.” What is the initial term of the contract, is it 12 months or 3 years?

Response: The initial term of the contract is from execution of the Services Agreement to January 31, 2028. Awarded Offeror’s proposed pricing is to remain fixed for initial 12-months of the contract term.

L. **Question:** Can we have access to the pricing and proposals?

Response: See Attachment A (below) for pricing from previous formal request for proposals.

II. Please acknowledge receipt of this Addendum I, with your proposal.

NOTE:

Additional Questions will be answered via Addendum II.

REMINDER:

The deadline to submit a proposal for this project is 2:00 p.m. C.S.T., November 21, 2024.

All questions related to this RFP are to be directed to Nadia Perez, Senior Purchaser, via email to: nperez269@alamo.edu with a copy to dst-purchasing@alamo.edu.





ATTACHMENT A – PRICING FROM PREVIOUS FORMAL REQUEST FOR PROPOSALS

	22ND CENTURY TECHNOLOGIES	BURNETT STAFFING SERVICES	COMPUTOSS TECNOLOGIES	HART EMPLOYMENT SERVICES	HOWROYD-WRIGHT EMPLOYMENT AGENCY DBA. APPLE ONE	HUMAN CAPITAL INTERNATIONAL LLC DBA. INTEGRATED HUMAN CAPITAL	INFOJINI, INC.	INTEGRATED TECHNOLOGIES SOLUTIONS & SERVICES	KELLY SERVICES
ITEM NO. 1: CLERICAL / ADMINISTRATIVE Estimated Annual Purchase of \$500,000									
Percentage Mark-up	27.50%	34.85%	NO BID	43.00%	40.00%	32.50%	30.00%	33.00%	48.00%
Estimated Annual Mark-up Fees	\$137,500.00	\$174,250.00	NO BID	\$215,000.00	\$200,000.00	\$162,500.00	\$150,000.00	\$165,000.00	\$240,000.00
Estimated Annual Total with Mark-up Fees	\$637,500.00	\$674,250.00	NO BID	\$715,000.00	\$700,000.00	\$662,500.00	\$650,000.00	\$665,000.00	\$740,000.00
ITEM NO. 2: EARLY CHILDHOOD Estimated Annual Purchase of \$13,000									
Percentage Mark-up	30.00%	NO BID	NO BID	43.00%	NO BID	NO BID	30.00%	33.00%	NO BID
Estimated Annual Mark-up Fees	\$3,900.00	NO BID	NO BID	\$5,590.00	NO BID	NO BID	\$3,900.00	\$4,290.00	NO BID
Estimated Annual Total with Mark-up Fees	\$16,900.00	NO BID	NO BID	\$18,590.00	NO BID	NO BID	\$16,900.00	\$17,290.00	NO BID

	LABOR ON DEMAND	MANPOWER	MARATHON STAFFING	PEDIGO STAFFING	PRESIDENTIAL STAFFING	RELIABLE STAFFING	RENHILL STAFFING SERVICES	ROBERT HALF INTERNATIONAL *	SE Scher Corp DBA. Acrobat Outsourcing
ITEM NO. 1: CLERICAL / ADMINISTRATIVE Estimated Annual Purchase of \$500,000									
Percentage Mark-up	40.00%	31.85%	32.00%	35.00%	9.00%	28.00%	32.00%	65.00%	NO BID
Estimated Annual Mark-up Fees	\$200,000.00	\$159,250.00	\$160,000.00	\$175,000.00	\$45,000.00	\$140,000.00	\$160,000.00	\$325,000.00	NO BID
Estimated Annual Total with Mark-up Fees	\$700,000.00	\$659,250.00	\$660,000.00	\$675,000.00	\$545,000.00	\$640,000.00	\$660,000.00	\$825,000.00	NO BID
ITEM NO. 2: EARLY CHILDHOOD Estimated Annual Purchase of \$13,000									
Percentage Mark-up	40.00%	31.85%	32.00%	35.00%	9.00%	28.00%	32.00%	NO BID	NO BID
Estimated Annual Mark-up Fees	\$5,200.00	\$4,140.50	\$4,160.00	\$4,550.00	\$1,170.00	\$3,640.00	\$4,160.00	NO BID	NO BID
Estimated Annual Total with Mark-up Fees	\$18,200.00	\$17,140.50	\$17,160.00	\$17,550.00	\$14,170.00	\$16,640.00	\$17,160.00	NO BID	NO BID



ATTACHMENT A – PRICING FROM PREVIOUS FORMAL REQUEST FOR PROPOSALS (continued)

	SISTEMA TECHNOLOGIES	SOFTHQ, INC.	STABILITY STAFFING & CONSULTING	TOPP KNOTCH PERSONNEL INC.	TRI-STARR PERSONNEL LLC
ITEM NO. 1: CLERICAL / ADMINISTRATIVE Estimated Annual Purchase of \$500,000					
Percentage Mark-up	29.50%	30.00%	34.00%	32.00%	29.00%
Estimated Annual Mark-up Fees	\$147,500.00	\$150,000.00	\$170,000.00	\$160,000.00	\$145,000.00
Estimated Annual Total with Mark-up Fees	\$647,500.00	\$650,000.00	\$670,000.00	\$660,000.00	\$645,000.00
ITEM NO. 2: EARLY CHILDHOOD Estimated Annual Purchase of \$13,000					
Percentage Mark-up	NO BID	30.00%	34.00%	32.00%	29.00%
Estimated Annual Mark-up Fees	NO BID	\$3,900.00	\$4,420.00	\$4,160.00	\$3,770.00
Estimated Annual Total with Mark-up Fees	NO BID	\$16,900.00	\$17,420.00	\$17,160.00	\$16,770.00
PRICE RANKING	NOT RANKED	4	12	8	3
TECHNICAL RANKING	NOT RANKED	12	14	17	10
OVERALL RANKING	NOT RANKED	8	11	13	6

