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Purchasing Services

PROPOSAL #P06-012

PROVIDE ON-SITE TEMPORARY STAFFING AND PRE-EMPLOYMENT TESTING SERVICES FOR UMDNJ, NORTH/CENTRAL JERSEY CAMPUSES

ADDENDUM #1

October 31, 2005

The University of Medicine and Dentistry of New Jersey is seeking contractors to provide On-site Temporary Staffing and Pre-employment Testing Services for UMDNJ, North/Central Jersey Campuses, scheduled to open on November 10, 2005 at 2:00 P.M.:

**I. Answers to questions received during the Non-Mandatory Prebid Conference held on October 24, 2005.**

1. **Question:** Page 11, Section 3.1.2 - Do you have an approved temporary request form for everyone to use or do you want the bidders to develop a new form?

**Response:** Yes, we have a current form located on the Human Resource web page at: <http://careers.hodes.com/umdnjcareers/>.

2. **Question:** Page 11, Section 3.1.3 - Is there internet access in the on-site office and does the office contain a desk and furnishing?

**Response:** Yes there is internet access and vendor must provide own furniture.

3. **Question:** Page 11, Section 3.1.3 – How many testing Kiosk stations are available?

**Response:** Vendor must provide their own testing stations.

4. **Question:** Page 11, Section 3.1.3 – Is there phone jacks and internet lines in the offices?

**Response:** Yes.

5. **Question:** Page 11, Section 3.1.3 – Does the current vendor maintain an off-site office in the area to assist with the temporary services requests? Is the interviewing and recruiting performed by the on-site office?

**Response:** The current vendor does have an office in New Jersey but the services are provided by the on-site office. Yes, the services are provided by the on-site office.

6. **Question:** Page 11, Section 3.1.3 – What is the size of the office that is provided and can you provide the square footage of the space?

**Response:** The office is a normal size, the Newark office has a reception area, testing area and office and the New Brunswick office is smaller for just one person. Estimated size is 10 x 15.

7. **Question:** Page 12, Section 3.4.2 – Is the physical examinations (#7) to be included in the loaded hourly rate cost?

**Response:** No, the UMDNJ will pay for physical exams.

8. **Question:** Page 12, Section 3.3.1.1 – Is there training to be provided by the contractor for their staff?

**Response:** Yes, JCAHO orientation.

9. **Question:** Page 12, Section 3.3.1.1 - Will there be an orientation program for the new agency coming on board?

**Response:** Yes.

10. **Question:** Page 13, Section 3.5 – Pre-employment testing is this strictly for the clerical personnel or also for the allied health care professionals?

**Response:** Testing is only for the clerical personnel.

11. **Question:** Page 13, Section 3.5 – Does the University have preferred software and is this software used for testing? What version?

**Response:** Microsoft Office 2003 is currently being used by the University. Testing must include: Microsoft word, Excel, Power Point, Access and general typing.

12. **Question:** Page 14, Section 3.9 – What constitutes a shift? Eight hours or seven?

**Response:** Regular employees work 7 hours for 35 hours week. Exempt staff; work 7 ½ hours for 37 ½ hours per week and some employees work 40 hours per week.

13. **Question:** Page 13, Section 3.10 – What are the parking fees?

**Response:** Parking fees are ½ of 1% of your annual salary and guaranteed is \$800.00/year or reserved is \$1,600.00/year for staff.

14. **Question:** Page 14, Section 3.9 – What kind of history has there been when a temporary employee has rolled over to permanent employee?

**Response:** Fairly regularly.

15. **Question:** Page 14, Section 3.7 – Is there any history for the penalty that has been charged to the Contractor when they were not able to provide temporary coverage within 48 hours of request?

**Response:** No.

16. **Question:** Page 14, Section 3.7 – Is the penalty fee for an alternate Contractor negotiable?

**Response:** No. – Delete this section.

17. **Question:** Page 20, Section 4.14 – What is meant by the term “Funding Source”?

**Response:** Funding source is the internal requesting department’s index number that will be used to pay for the temporary services that will be provided.

18. **Question:** Page 20, Section 4.14 – Is the excel spreadsheet in addition to the regular electronic invoice or does it replace the electronic invoice?

**Response:** The electronic invoice and the excel or similar spreadsheet can be combined in order to keep track of each department request, funding source and temporary employee’s weekly hours worked.

19. **Question:** Page 20, Section 4.14 – Does the pay rate refer to rate paid to the temporary associate and total owed mean the bill rate for that individual?

**Response:** Yes.

20. **Question:** Page 20, Section 4.14 - What are the payment terms?

**Response:** Payment terms are Net 45 days from receipt of the invoice.

21. **Question:** Page 20, Section 4.14 – Is the payment submitted to the vendor electronically?

**Response:** No, vendors will be paid by check.

22. **Question:** Page 22, Section 4.19.2 – Contractor’s personnel will be in uniform, will all temporary employees be required to wear uniforms?

**Response:** No, it will depend on the department. Some positions like housekeeping and food services require uniforms that will be supplied by UMDNJ. If a uniform is required for a specific department that is requesting a temporary employee, yes, a uniform must be worn.

23. **Question:** Page 22, Section 4.19.2 – Is uniform costs part of the bill rate?

**Response:** No.

24. **Question:** Page 22, Section 4.19.3 – Nothing contained in this RFP shall be construed as granting the Contractor the sole right to supply personal or contractual services required by the University. Does that mean other agencies will be able to fulfill the contacts needs?

**Response:** Yes, only if the awarded Contractor cannot provide the temporary staff requested.

25. **Question:** Page 23, Section 4.19.4 – Does the University have a required vendor to provide background checks?

**Response:** Yes,

26. **Question:** Page 23, Section 4.19.4 – Will the selected vendor be required to use the current vendor to provide background checks?

**Response:** Yes and UMDNJ will pay for this service to be provided.

27. **Question:** Page 23, Section 4.19.4 – Is the cost available from the current vendor for backgrounds checks?

**Response:** See response to question 26.

28. **Question:** Page 23, Section 4.19.4 – Is all employees required to have background checks regardless of their position?

**Response:** Yes, including volunteers.

29. **Question:** Page 26, Section 5.3 – How is the electronic copy of the RFP to be submitted?

**Response:** It can be e-mailed or submitted on CD-ROM.

30. **Question:** Page 27, Section 5.5.4 – Is there any specific requirements that UMDNJ is targeting to comply for the set-aside subcontracting?

**Response:** See Section 9, Supplier Diversity and Vendor Development Program, Diversity Vendor Policy Requirements states the University has established a 25 percent goal for Small Business spending.

31. **Question:** Page 31, Section 7.0 – Is the data sheets available on line to down load?

**Response:** Yes, the RFP document is available on the Purchasing web page at: umdnj.edu/purchweb, however it is in a PDF format.

32. **Question:** Page 39, Section 7.1.8 – The contract transition date is January 8, 2006, what is the target award date?

**Response:** We would like to have this awarded by mid December 2005.

33. **Question:** What is the protocol for orientation is there a certain number of hours?

**Response:** The Hospital orientation is a total of 3-4 days and general orientation is one day.

34. **Question:** Does the present vendor use subcontractors? Will the new-awarded vendor have subcontractors?

**Response:** Yes, to both.

35. **Question:** Can we attach resumes on a separate sheet?

**Response:** Yes.

36. **Question:** Are the current vendor rates available?

**Response:** You can make an appointment to come in and look at the present vendor rates for temporary services.

37. **Question:** Do you know when the department supervisor will want performance appraisals conducted?

**Response:** Upon the conclusion of each assignment.

38. **Question:** Is UMDNJ involved in the community and how important is community relationships?

**Response:** Yes, UMDNJ is involved in community and this relationship is very important.

39. **Question:** How many staffing personnel are currently on-site to manage the temporary service program?

**Response:** We currently have two people in Newark, one in New Brunswick and one in Stratford. The number may need to be increased for the testing services.

40. **Question:** Is there separate HR functions to handle the clerical and clinical positions?

**Response:** We have generalists that are responsible for different areas and several assigned to the hospital but they handle a broad spectrum of jobs.

41. **Question:** If the University is in need of a Pharmacists technician would you be required to use the contracted vendor for this position or can you go outside of the contract to obtain a person for this service.

**Response:** Yes, only if the awarded Contractor cannot provide the temporary staff requested.

42. **Question:** Do you have an idea of how many pre-employment testing services will be provided. Do you have a breakdown of how much of the \$6 million is spent each year for clerical versus other positions?

**Response:** Approximately 100 per month, university-wide.

43. **Question:** Do you have to bid on every service or can we provide partial bids on only the services we can provide.

**Response:** We are looking to award to one vendor to provide all services requested not partial bids; you may need to look for subcontractors to help you provide the services requested.

44. **Question:** Is it possible to bring in radiation therapist from out of state to provide services requested in the contract?

**Response:** Yes, but they must be properly, licensed/certified in the State of New Jersey.

45. **Question:** How long has the current vendor had a contract for services and are they permitted to bid on this request?

**Response:** This is the 5<sup>th</sup> year of the current contract and yes they are permitted to bid on this request.

46. **Question:** Why did the University not want to extend the current contract?

**Response:** The contract is expiring and we are required to bid contracts.

47. **Question:** Page 33, Section 7.1.2 - What is time limited promotion mean?

**Response:** A special promotion offered by the bidder that has a limited time period or expiration date.

48. **Question:** What is the criteria for the evaluation of the bidder responses? Is the cost evaluated?

**Response:** See Section 6.3 of the RFP. No, cost is not a weighted part of the evaluation.

## **II Answers to questions received prior to the Non-Mandatory Prebid Conference held on October 24, 2005.**

49. **Question:** Do you have any information on the hourly breakdown of positions. For example Accountant approximately 600 hours per year, Administrative Assistant 1000 hours per year.

**Response:** We do not have this information available.

50. **Question:** Page 14, Section 3.7 Manpower Guarantee - We understand this provision to read that if the Provider fails to notify UMDNJ or to provide temporary coverage within 48 hours of the request than the Supplier is liable for any additional costs incurred from any alternate Contractor above the rates provided in the RFP. Adecco's concern is that could be reasons outside of control that would make the 48 hour time frame difficult to manage. Is this provision negotiable? Can you provide us with an estimate as to how often this happens with the current On-Site Program Supplier? If so, what has the penalty been in terms of dollars over the last two? Contract years with the current Supplier?

**Response:** See responses to question 16.

51. **Question:** Is it possible to receive a soft copy of pages 45 through 76 to allow us ease in dropping in our responses to your questions and to eliminate the need to retype all of these pages?

**Response:** See response to question 31.

52. **Question:** Exactly what are these RFP's for? Is it to provide per diem staffing services to the facilities? If not, when can we expect the per diem staffing RFP?

**Response:** These RFP's are to provide temporary staffing when needed, to be paid by hourly rate.

53. **Question:** Do the companies applying need to bid for all of the positions or can we be selective about which positions we would like to staff?

**Response:** See response to question 43.

54. **Question:** As a follow up, if the above is possible, would the winning company be required to provide an on-site office for staffing only 3 to 4 positions? We would be interested in providing all healthcare staffing needs and was recently awarded JCAHO certification across all of our business lines, the first company in the Northeast to achieve this certification. Could you provide me with the current vendor for this service and their current pay and/or bill rates?

**Response:** CoWorx is the current provider and you can make an appointment to come in and look at the current vendor's rates for this service.

55. **Question:** What is the expected value of the contract? Or has a specific amount of funding been allocated for temporary staffing services?

**Response:** Approximately 5 + million per year.

56. **Question:** Who is the current vendor for this service and what is their current pay and/or bill rates?

**Response:** See response to question 54.

57. **Question:** Is the 25% goal for all UMDNJ contracts or just for this RFP?

**Response:** The 25% goal is for all contracts including this one.

58. **Question:** How does the current electronic invoices submission work, is there software that the vendors must purchase or are the bills submitted by e-mail?

**Response:** Invoices are submitted via e-mail.

59. **Question:** Page 11, Section 3.1.2 – Does UMDNJ have an approved Temporary Request Form they wish to use or do they require one created for them by the contracting agency?

**Response:** See response to question 1.

60. **Question:** Page 11, Section 3.1.3 – a) How many testing Kiosk stations are currently in use at each facility? b) Are there phone, fax and internet lines installed that can be utilized by the new contractor by assuming the monthly costs? c) Do these offices contain desks for staff or does that come under all other equipment? d) Does the current vendor maintain an off-site office to assist with the recruiting for UMDNJ?

**Response:** a) there are 2 at Newark and 1 at New Brunswick and 1 Stratford but, Vendor must provide their own testing stations. b) Yes, c) see vendor must provide own furniture and d) no.

61. **Question:** Page 12, Section 3.4.2 – Are physical exams and other screenings to be considered part of the loaded bill rate?

**Response:** See response to question 7.

62. **Question:** Page 20, Section 4.14 – Paragraph two, The Contractor must compile a weekly Excel spreadsheet listing: funding source. Is this excel spreadsheet in addition to a regular invoice or does it take the place of an invoice. Also, does pay rate refer to the rate paid to the temporary associate and total owed mean the bill rate for that individual?

**Response:** See responses to questions 17, 18 and 19.

63. **Question:** Page 22, Section 4.19.2 – Employees of the Contractor – Paragraph two, Contractor’s personnel will be in uniform, clearly indicating name of the firm and identifying their affiliation with the firm. Does this really mean secretaries and accountants are to wear a specific uniform? Are lab coats to be provided with Integrity Staffing Solutions logo, the individuals’ name and job title on the pocket for each person employed in a clinical function?

**Response:** See response to question 22 and no lab coats are not to be worn with your company name and logo, uniforms and lab coats are provided by UMDNJ when required.

64. **Question:** Page 31, Section 7.0 – Paragraph two, Are these Bidder’s Data Sheets available on line allowing us to fill in the information and print it out? Is it an absolute to use the lined forms presented if the content is complete in another format?

**Response:** See response to question 31 and yes, you can provide the information in another format.

65. **Question:** Page 45, Section 7.6 – Since additional personnel would need to be hired to provide for this contract, how is it possible to provide you with names and resumes.

**Response:** Names and resumes of newly hired staff can be provided after award of the contract to the Human Resources department for review and approval.

66. **Question:** Page 67, Section 8.0 – Are current pay rates for these positions available?

**Response:** See response to question 36.

67. **Question:** How often do your department supervisors want performance appraisals?

**Response:** See response to question 37.

68. **Question:** How is UMDNJ involved in the local community and how important is that to UMDNJ?

**Response:** See response to question 38.

69. **Question:** How many staffing personnel are currently on-site to manage your program? Do you consider that sufficient?

**Response:** See response to question 39

70. **Question:** Are there separate HR functions to handle clerical and medical?

**Response:** See response to question 40

**DELETE: SECTION 3.7 – MANPOWER GUARANTEE**

**BIDDERS MUST RETURN THE ENTIRE COMPLETED PROPOSAL RESPONSE INCLUDING ALL FORMS COMPLETED AND NO QUALIFYING STATEMENTS OR EXCEPTIONS WILL BE ACCEPTED.**

Please contact Denise Council at (732) 235-9060 if you have any questions regarding this addendum.

**ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL SPECIFICATIONS REMAINS UNCHANGED.**

END OF ADDENDUM.