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Purchasing Services

PROPOSAL #P06-013

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:** Is nursing services included in this request?

**Response:** No, nursing services is a separate RFP #P06-014, that was advertised on October 28, 2005

2. **Question:** Will questions that were submitted prior to this meeting be part of the addendum?

**Response:** Yes.

3. **Question:** Page 11, Section 3.1.3 – States the Contractor will have an office on-site. Does UMDNJ provide that office space?

**Response:** Yes

4. **Question:** Page 11, Section 3.1.3 – Can you provide the size of the office that will be provided?

**Response:** Estimate size is 10 x 15.

5. **Question:** Page 11, Section 3.1.3 – Will a desk and office furniture be provided by UMDNJ and will internet access be provided?

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

6. **Question:** Is there a requirement for the number of hours the on-site coordinator must be available?

**Response:** Normal business hours are 8:30 A.M. to 5:00 P.M.; the Contractor representative must work a minimum of 15-20 hours per week (part time) and have access by phone for emergency calls 24/7. Contractor hours must adjust to the service needs, if service needs increase.

7. **Question:** Page 14, Section 3.7 – Manpower Guarantee – Is the current vendor paying this penalty for not providing temporary staff in 48 hours? The market is very tight and 48 hours is a limited amount of time to find a candidate on hard to fill positions, can this be time period or penalty be amended?

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

8. **Question:** Page 14, Section 3.9 – Rollover Fees, is this negotiable? The 50 days is shorter than industry standards, 3 months, 6 months or 9 months depending on the volume contact and staff skill sets required. This parameter may cause the bidders to provide a higher bill rate to cover losses and protect the vendors.

**Response:** No.

9. **Question:** Page 14, Section 3.10 – Parking fees, what is the fee for parking?

**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.

10. **Question:** Page 15, Section 4.2 – Transition, if the incumbent is not selected for this contract, is there plans to transition the assignment of current temporary staff to the new contractor or will those assignments work until a completion date?

**Response:** The current contractor will have 90 days to transition out there staff while the new contractor hires new staff.

11. **Question:** Page 17, Section 4.7 – Substitution or Addition of Subcontractors; what is the time line for UMDNJ to approve a subcontractor? How does the approval process relate to the 48 hour turnaround time?

**Response:** The Contractor will submit the subcontract information to Human Resources for approval; we will not need a separate amendment contract with the subcontractor because payment for services will be made directly to the Contractor. The 48-hour turnaround time has been deleted.

12. **Question:** Page 20, Section 4.15 – Additional work, if our company provides other services outside the scope of work, do you want us to list them as an opportunity or not list them?

**Response:** You can include your additional services under Section 7.1.2 Value Added.

13. **Question:** Page 22, Section 4.19.2 – Contractor’s personnel will be in uniform does this apply to all temporary staff?

**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.

14. **Question:** Page 23, Section 4.19.4 Background Checks – Who is the current vendor used by UMDNJ and what is their rates? If the vendor uses a company that charges less than the UMDNJ Contractor, would UMDNJ pay the difference between the two vendors?

**Response:** The current vendor is Tabb, Inc. and UMDNJ will pay for this service to be provided.

15. **Question:** Page 23, Section 4.19.4 – What is included in a criminal background check and who does the final determination. If we uncover any previous misdemeanor convictions felony background we submit them to Human Resources for review.

**Response:** Background checks typically includes: collecting and verifying previous employment information, references, professional and educational credentials, social security, criminal records through state and federal and motor vehicle records. Yes, the information is to be submitted to the Director of Human Resources for review.

16. **Question:** Page 23, Section 4.19.4 – Is background checks to be conducted at both the State and Federal levels?

**Response:** Yes.

17. **Question:** Page 23, Section 4.19.4 – Will UMDNJ pay for the background checks? If not, and the vendor is going to pay for the background checks can we use our own vendor or must we use the UMDNJ vendor?

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

18. **Question:** Page 67, Section 8.0 – Price sheets can we include a rider if the statutory increase is more than a certain percentage we can request an additional increase in accordance with the statutory percentage?

**Response:** An increase is requested for option years 4 and 5 in the cost section.

19. **Question:** Custodian of files for temporary employee records, if UMDNJ has these files they can be held liable for co-employment as the holder of the temporary employee files.

**Response:** The files would need to be located at the on-site office location as the custodian of the temporary employee files.

20. **Question:** Page 12, Section 3.4 – JCAHO compliance – Does UMDNJ have a program for temporary employees to get physical examinations prior to working at UMDNJ to be compliant with JCAHO guidelines?

**Response:** Yes.

21. **Question:** Under the current Contractor does it have expenditures for pre-employment testing services?

**Response:** No.

22. **Question:** Page 13, Section 3.5 – Pre-employment testing. About how many staff will be tested per month, at the previous prebid conference it was estimated at about 100 is this for each location or would the volume be different for each campus?

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

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

23. **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:** No.

24. **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 questions 7.

25. **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:** Yes, the RFP document is available on the Purchasing web page at: [umdj.edu/purchweb](http://umdj.edu/purchweb), however it is in a PDF format.

26. **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.

27. **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:** 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.

28. **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.

29. **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.

30. **Question:** Who is the current vendor for this service and what is 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.

31. **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.

32. **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.

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

34. **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.

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

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

36. **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:** a) Funding source is the internal requesting department's index number that will be used to pay for the temporary services that will be provided. B) 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. c) Yes.

37. **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 13. No, lab coats are not to be worn with your company name and logo, uniforms and lab coats are provided by UMDNJ when required.

38. **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 25 and yes, you can provide the information in another format.

39. **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.

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

**Response:** See response to question 30.

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

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

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

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

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

**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.

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

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

**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.