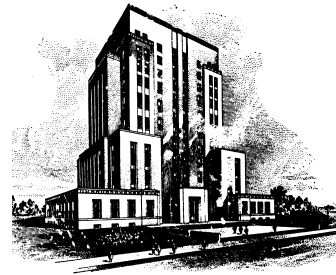


Racine County Finance Department - Purchasing

Racine County Courthouse
730 Wisconsin Avenue
Racine, WI 53403-1274
Phone (262) 636-3700
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Duane McKinney
Purchasing Coordinator



ADDENDUM

Request for Proposal

CONTRACTED STAFFING SERVICES

Bid # 19-HR-001

This Addendum has been prepared by: Duane McKinney
Racine County Purchasing Coordinator
Date: Friday, November 8, 2019

This Addendum is issued to address vendor questions from Racine County on the information provided for the above subject Request for Proposal:

1. Who is the current incumbent on this contract? **P.I.E. Management**
2. What is the budget allocated to this contract? **There is about 1.2 million budgeted for temporary help**
3. How many temps are currently working on the existing contract and will they all be transitioned to the new vendors? **There are 142 staff currently active and they may want to transition to new vendor**
4. We are incorporated in State of Michigan and we have license to do business with State of Wisconsin. Do we need to be incorporated in State of Wisconsin to bid for this RFP? **No, as long as Wisconsin Taxes are being withheld.**
5. Are you changing or adding contractors and how many are competing in this RFP? **Changing, competing contractors will not be determined until the RFP's are submitted.**
6. Why has the RFP process been started and what are Racine County's goals with a new vendor? **Good candidates, excellent service, low pricing.**
7. Roughly how many contract employees are being forecasted for 2020? **142**
8. What types of positions will the County referred employees be performing and what types of roles will the agency be expected to recruit for? **Mainly clerical and some seasonal public works positions.**
9. Will there be a need for after normal business hours support? **yes**
10. What has been the temp staffing volume in terms of hours and dollars spent the past two years? **Roughly 1.2 million per year for the last 2 years.**
11. Does Racine county have an anticipated volume need in 2020 for staffing in terms of labor hours and number of personnel? **Should be the same as current year**
12. Can we get a listing of all position titles that have been temporarily staffed the past two years or what Racine county anticipates to staff in 2020? **At this time we do not have a report of titles**

13. What positions will require travel and can the county forecast the amount of miles so we can price accordingly? **None**
14. What drug screening requirement is necessary for onboarding and can you identify what positions? Working with the City and County of Milwaukee Health Departments they require a 5 panel. **Drug screen**
15. Does Racine County have specific onboarding requirements for your health department and if so, is it expected for the vendor to cover those costs as well? If the answer is yes we will need to know those specifics to quote accordingly. **No health dept.**
16. What is the average stint of temporary employee (total hours) and how often are employs hired permanently? **Temp Employees can be seasonal, part time, Full Time and can be for a few weeks to years, not always hired permanently**
17. Will online time tracking systems work in place of paper timecards? **Preferred**
18. Can you provide job descriptions for each job title? **Not at this time**
19. Will travel be expected only between local facilitates and to/from the job site? **Some positions**
20. How much travel is expected to be done? **None**
21. Can you provide background check requirements and adjudication matrix? **Follow your policy**
22. Can you provide the detailed requirements for drug screen? **Follow your policy**
23. Are there reference check specifics that you are looking for us to provide?
24. What was the annual spend last year? **Around 1.2 million**
25. What was the head count per job title from last year? **We don't have a head count by job title**
26. Who is the current provider and what mark ups are place? **P.I.E Management**
27. Are there performance issues with your current service provider? **Always room for everyone to improve**
28. Is this a new requirement? If not, please provide the current vendor (s) providing the service to the Racine County and how are the current services being procured? **Not a new requirement**
29. Provide the total number of temporary staff on current assignments? Provide the job classification of each worker, vendor assigning the temporary employee, and the pay/bill rate for the temporary employee. **142 Staff, do not have the job classifications at this time pay rate is 7.25 through 60.00 and bill rate 8.81 through 72.90 with a few getting a salary amount not hourly**
30. Is there any preference to the local vendors? **Yes**
31. What is the estimated budget for this RFP? If unknown, please specify the previous spending. **About 1.2 million**
32. What is the average length of the assignment? **There is no average as we have those that are just seasonal and those that have been here for years**
33. How are we supposed to submit the pricing? Please specify the format. **% of pay rate**

Please sign, date and attach a copy of this addendum to your Proposal.

Firm: _____

Signature: _____

Date: _____