

RFP23-001 TEMPORARY STAFFING AND PAYROLL SERVICES

AMENDMENT 1

QUESTIONS AND ANSWERS

Q: Please provide what kind of staffing positions you are seeking.

A: Occasionally we will need staffing for administrative clerks and accounting assistants. The bulk of the services we will need are payroll services. We will need those mostly June through October of each year.

Q: Is this a new initiative?

A: No

Q: Who is the current vendor for these services?

A: Current vendor is Manpower Group.

Q: Can you provide the incumbent's pricing details.

A: We pay an hourly rate for payroll services that includes a base pay determined by ACSET plus 17.8% of the base rate to cover things like insurance, taxes, overhead, and profit. We also pay a \$50 charge for each check issued. Currently the base pay mentioned is \$10.00 per hour but can change depending on the location and type of employment our clients are in. We have not used the temporary staffing portion of the contract, just the payroll services.

Q: Is the vendor required to supply materials, equipment, or transportation?

A: No. Any of those things are requested from the client to ACSET directly.

Q: Is the vendor required to submit all job titles?

A: No. You may put a blanket statement in your proposal that states temporary staffing can be provided for \$XX to \$XX when needed (List your lowest hourly rate and the highest hourly rate to provide a range.) Payroll services are what we use primarily so those costs need to be broken down into categories (i.e. insurance, taxes etc... that make up the percentage over base pay.

Q: What are the historical annual spending volumes in the project.

A: 2022's spend was \$87,775.

Q: What is the estimated budget for this project?

A: There is no budget. Just provide us your best pricing for the services that are in your proposal.

Q: Is the vendor required to submit the COI together with the proposal or upon contract award?

A: The Certificate of Insurance can be provided upon contract award.