



Housing Authority of the City of Pittsburgh

Contracting Officer
100 Ross Street
2nd Floor Suite 200
Pittsburgh, PA 15219
(412) 456-5248
Fax: (412) 456-5007
www.hacp.org

July 19, 2017

Temporary Staffing

RFP #650-25-17

ADDENDUM NO. 3

This addendum issued July 19, 2017 becomes in its entirety a part of the Request for Proposals RFP #650-25-17 as is fully set forth herein:

Item 1: Q: Please define the budget for this RFP. If not defined could you, please help with the previous spending.

A: That information is unknown at this time. That is why HACP is issuing this RFP. To inquire about previous spending, you must file a Right to Know Request. The Right to Know contact and form can be found on our website (www.HACP.org) on the contact tab under Open Records Officer.

Item 2: Q: Laborer, Office Support, Administrative Assistant, will these positions be full time and will there be more position(s) that can be added to the contract?

A: These positions can be full-time or part-time, depending on the need of the department. Yes, more positions can be added to the contract

Item 3: Q: "All bidders will provide information on the most recent HACP job to include all change order information and the reason for each." In case we do not have performed any job with HACP, can we provide other references? Is it Mandate to provide references from Housing Authorities only?

A: Please see page 7 under Section IV, Subsection B, Number 1, "The bidder shall list three (3) firms, governmental units, or persons for whom the bidder has previously performed work of the nature requested under this RFP."

Item 4: Q: Would it be possible to get a little more detail on the types of jobs that you are looking to fill (e.g. a more specific job title such as Database Administrator, Help Desk Assistant, etc. as opposed to the more general Information Technology)? Even a list of currently sourced job titles would be of assistance if possible. That would help us ensure that we are not over/underpricing our bid for your specific needs.

A: Entry Level Support Staff for all Departments (Finance, Legal, Human Resources, Procurement, Operations, Facilities Services, Resident Services). Job descriptions will be provided at time of request

Item 5: Q: Regarding the RFP for Temporary Staffing, do we have to bid on all 3 categories?

A: No.

Item 6: Q: Who are the current vendor(s) and what are their current rates?
A: The prior awardees were The Emphyrean Group, My HR Supplier, and Seville Staffing LLC. There are no current rates, that is why HACP is issuing this RFP.

Item 7: Q: What is the approximate budget for the contract?
A: That information is unknown at this time. That is why HACP is issuing this RFP.

Item 8: Q: May we please have the current that the Housing Authority is being charged for?
• Laborer
• Office Support
• Administrative Assistance
A: There are no current rates, that is why HACP is issuing this RFP.

Item 9: Q: In the RFP, it states that we can submit our own company contract for review and acceptance. If we go this route, do we also need to review and redline the HACP Contract? Or would we forego the HACP contract, and just provide ours?
A: You may supply your own contract; however there are HUD mandated clauses that must be incorporated.

Item 10: Q: If we provide our contract, and it is not accepted by HACP, will HACP redline our agreement and send back to us for review? Or would we start over with redlining the HACP contract, at that time?
A: That issue will be address at the time of award.

Item 11: Q: When we provide our response, it states that the Fee Sheet must be provided in a separate envelope (and not to be included in the Technical Proposal). However, it also states in the Contract (Attachment A) – to include the Fee Sheet with Exhibit B. Our question is – where do we include the contract? With the Fee Sheet, or with the Technical Proposal, or both?
A: The Fee sheet will be incorporated into any awarded contracts with the winning vendors. The contract should be included with the technical proposal devoid of any fees.

Item 12: Q: Would it be possible to get a little more detail on the types of jobs that you are looking to fill (e.g. a more specific job title such as Database Administrator, Help Desk Assistant, etc. as opposed to the more general Information Technology)? Even a list of currently sourced job titles would be of assistance if possible. That would help us ensure that we are not over/underpricing our bid for your specific needs.
A: See Item 4.

Item 13: Q: Can you please advise the appx. amount of positions needing staffed either month to month or combined total over the various extensions of this contract?
A: We expect to hire approximately 10-20 temporary employees/year. Positions are predominately “support staff”. Specifics may vary slightly per department (see Item 4)

Item 14: Q: Does 'Office Support' include positions from Customer Service to Data Entry to IT?
A: ‘Office Support’ does include Customer Service to Data Entry. IT would be more specified.

Item 15: Q: Are you able to provide job titles or job code families with summaries or job descriptions for positions by department?

A: At time of request.

Item 16: Q: Are you able to share an existing or estimated number of job openings forecasted by job title? If existing, is there an opportunity to transition that contractor population to the awarded supplier(s)?

A: We do not have that information at this time.

Item 17: Q: Would temporary contractors on Kelly's payroll be required to live within the City of Pittsburgh limits? If so, is there a timetable upon acceptance of a position to move into the city limits?

A: Temporary contractors employed by a third party are not required to live within the City of Pittsburgh.

Item 18: Q: How will the Housing Authority of the City of Pittsburgh help to ensure compliance to Section 3 Participation? In other words, in what way or manner will information be shared by the Housing Authority, with the temporary staffing agency, to confirm that selected temporary contractors are part of this category?

A: Housing Authority Section 3 Coordinator along with the managing dept. will help to insure Section 3 compliance. It will be the temporary staffing agency responsibility to select a tier and maintain compliance with the Section 3 program and the managing dept. (Please refer to pages 9 and 50)

Item 19: Q: How do we address if a given temporary employee successfully transitions out of Section 3 participation? If the temporary employee was eligible going in, but made the successful transition coming out of it through various HUD based programs, would the temporary agency still be able to count this individual as a complete and successful Section 3 Participation for this individual?

A: Yes

Item 20: Q: Will the Housing Authority assist in some way to provide contact information or arrange introductions between the HUD communities (the leadership community managers) and the temporary agency for the purposes of staging job fairs and recruitment activities by the temporary agency? To help get the word out?

A: Yes, the Housing Authority City of Pittsburgh host job fairs all the time, the resident employment program would invite you to participate.

Item 21: Q: May arrangements be made for consideration for electronic payment and billing?

A: Yes.

Item 22: Q: May sample monthly narrative reports be provided to the temporary agency to ensure topic points are covered?

A: Yes, they may be provided upon request

Item 23: Q: In Item 23, Contractor shall pay \$ 00.00 per day for each day of delay. What is the definition of a delay? Is this delay defined in calendar days or business days? Is this delay defined by each individual or job code group? How is the dollar amount defined?

A: Length of time expected to fill positions is no longer than 7 business days. \$0.00 is the dollar amount for the penalty of delay.

Item 24: Q: If the Housing Authority, as an example, provides a job order request, what is the length of time expected to fill this position? At what point would the "delay" penalty kick in?
A: 7 business days. \$0.00 is the dollar amount for the penalty of delay.

Item 25: Q: Are there established guidelines for lead time to fill a job order?
A: Not currently

Item 26: Q: In areas where the orders are not able to be handled by the agency due to niche skills, lack of lead time, scope, hiring managers unable to provide timely feedback to keep candidates in play, lack of qualified candidates; what remedies are in place to prevent a temporary agency from being penalized?

A: If the delay is caused by HACP (ex: hiring managers unable to provide timely feedback) there will be no penalty and a representative from HACP will provide documentation to the agency regarding these delays. Documentation will be maintained (see Item 22) regarding performance of agency/agencies

Item 27: Q: May the temporary agency opt out of this at their own discretion on a case by case basis?

A: No.

Item 15: Q: May this provision be stricken altogether in favor of a temporary agency's service guarantee periods?

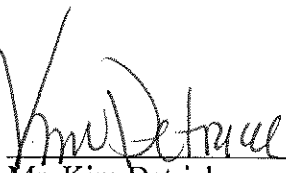
A: No.

Item 15: Q: Kelly Services reserves the right to cancel at any time, without penalty or repercussion. We would agree to a mutual timely notice for either party to cancel, that will need defined prior to signing.

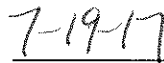
A: Yes.

Item 6: The proposal due date, time and location remain unchanged at July 28, 2017 at 10:00 AM, at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 3


Mr. Kim Detrick

Procurement Director/Chief Contracting Officer


Date