

# UNLV | PURCHASING & CONTRACTS

## ADDENDUM 2 TO REQUEST FOR PROPOSAL 677-KO

### TEMPORARY STAFFING SERVICES

University of Nevada, Las Vegas  
Purchasing Department  
4505 Maryland Parkway  
Las Vegas, Nevada 89154-1033  
(702) 895-3521

Date of Release: October 13, 2016

Date and Hour of RFP Opening: November 2, 2016, 3:00 PM Local Time

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The following additions, deletions, clarifications and/or changes shall be made and incorporated in the subject Request for Proposal 677-KO.

#### Reference Section D SCOPE OF WORK/SPECIFICATIONS

Clark County, Nevada Government has also expressed interest in utilizing the contract(s) resulting from this RFP and have provided their temporary staffing requirements. Clark County uses the following positions:

Office Assistant I  
Office Assistant II  
Office Aide  
Office Clerk – I and II  
Records Technician  
Office Specialist  
Secretary  
Audio Visual Systems Technician

Positions that are utilized by the County are preceded by \*\* in Section E.

#### Reference: Section D SCOPE OF WORK/SPECIFICATIONS, JOB DESCRIPTIONS

The following Job Descriptions are added:

**Temporary Pharmacist:** Responsibilities include but are not limited to:

- Ability to perform the practice of Pharmacy as defined in Nevada Pharmacy Statutes (NRS 639.0124)
- Perform final verification of all dispensed orders
- Oversight of order entry staff and/or pharmacy technicians
- Inventory Management

- Take verbal prescriptions from providers
- Consult and provide accurate drug information to all medical and nursing personnel as required to include drug identification and poison information
- Prepare and dispense narcotics and all controlled substances according to Federal and State regulation, and maintains all related records as required
- Physical security of the pharmacy to include opening, closing, and alarming

Requirements:

- PharmD or BS Pharmacy degree
- Pharmacy license that is current and in good standing with the Nevada Board of Pharmacy
- Experience with pharmacy management systems, preferably with ProPharm software by KALOS
- Strong communication and counselling skills, ability to clearly explain proper dosage and use as well as possible side effects
- High level of professionalism
- Ability to work independently

**Temporary Pharmacy Technician:** Responsibilities include but are not limited to:

- Update patient profiles, demographics, and enter prescription information into the pharmacy computer.
- Preserve patient confidentiality, answer phones and questions at pharmacy window.
- Assist in filling prescriptions and prepare third party insurance claims.
- Order, receive, tag and stock prescription drugs and over the counter supplies.
- Ability to communicate with patients in a friendly manner.
- Assist at customer service counter ringing up orders.
- Process invoices and makes accounting entries using pharmacy management system, preferably ProPharm.
- Ensure proper cleanup of pharmacy.

Requirements:

- Certified as a licensed technician through a certified national program.
- Licensed in Nevada

**Office Aide (For Clark County Government):**

Uses photocopy equipment to duplicate, collate and staple printed materials; compiles sets of duplicated materials. Prepares labels and addresses and places materials in envelopes; prepares materials for mailing and/or directly delivers materials as instructed. Files materials and purges files, following established guidelines. Types forms, labels and other documents from prior information or drafts, using a typewriter or word processor; proofreads typed materials for accuracy and correct English usage. Provides basic factual information to the public over the telephone or at a public counter. Compiles information for basic reports, which may require arithmetic calculations. Picks up and delivers materials, parts and supplies, following pre-established guidelines. Maintains basic records of work performed. Uses standard office equipment. Specified positions may be required to drive a personal or County vehicle to pick up and deliver supplies and materials.

**Office Clerk – I and II (For Clark County Government):**

Types correspondence, reports, forms and specialized documents related to the functions of the organizational unit to which assigned from drafts, notes, dictated tapes, or brief instructions, using a typewriter or word processor; may compose standard correspondence from brief instructions. Proofreads and checks typed and other materials for accuracy, completeness, compliance with departmental policies, and correct English usage, including grammar, punctuation, and spelling. Enters, edits and retrieves data and prepares periodic or special reports, using a computer system and following established formats and menus; may perform production computer information entry. Prepares and updates a variety of reports and records which may require the use of arithmetic calculations and consolidating materials from several sources. Acts as receptionist and receives and screens visitors and telephone calls and takes messages; provides factual information regarding County or departmental activities and functions which may require the explanation of rules, policies and/or procedures; may receive, receipt and balance monies. Maintains records and processes forms, such as work orders, purchase requisitions and others specific to the organizational unit; may make arithmetic or standard statistical calculations. Establishes and maintains office files; researches and compiles information from such files; purges files as required. Reviews computer-produced and typed reports for accuracy, research exceptions and makes corrections as required. Operates standard office equipment, including word processors, computers, facsimile equipment and central telephones; may operate microfilm, radio telephone and other departmental-specific equipment after training. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. Compiles materials for meetings, prepare agendas and attend such meetings to take summary notes as required. May train and direct the work of temporary staff for special projects or programs. Performs such office support activities as opening and distributing mail, processing outgoing mail, making travel arrangements and preparing purchase requisitions. May be required to operate a motor vehicle to various locations throughout Clark County.

**Secretary (For Clark County Government):**

Receives and screens visitors and telephone calls, providing factual information which may require the interpretation and application of policies and procedures; takes messages or refers the caller to the proper person. Researches and compiles a variety of informational materials from sources both inside and outside the office to which assigned. Prepares and distributes Board of Commissioner and other committee agenda meeting materials. Opens and sorts mail and attaches pertinent backup materials; processes outgoing mail as required. Types drafts and a wide variety of finished documents from stenographic notes, brief instructions or printed materials; transcribes dictation from tapes; may use word processing equipment and input or retrieve data or prepare reports using an on-line or personal computer system. Initiates specified correspondence independently for signature by appropriate supervisory or professional staff; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage. Enters, edits and retrieves numeric and statistical data and narrative information into computerized systems; prepares periodic and special reports. Organizes and maintains various departmental files; purges files as requested; may prepare payroll information and maintain unit personnel files. Follows up on projects, transmits information, and keeps informed of unit activities. Schedules and arranges for meetings; arranges for rooms, preparing agendas and summarizing meeting results as required. Organizes own work, sets priorities and meets critical deadlines. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. May provide project direction to office support staff on a project basis; may instruct staff in work procedures and/or review work for format, accuracy and consistency. May provide office administrative and/or secretarial support to outlying County offices.

This position may be utilized by all Clark County divisions. Depending on the division assigned the individual will function in the capacity of a clerical/customer support and responsibilities may vary. Under direct supervision, duties will include, but are not limited to, greeting customers in person and over the phone; extensive use of the computer to handle monetary and registration transactions; able to perform simple arithmetic to accurately make change for customers and keep cash drawer balanced, complete registrations, refunds, and transfers using Recware Safari registration software; assist customers by answering questions, conducting facility tours, and providing accurate information about the facility, Clark County, and the programs offered; ability to operate a copier and perform other typical office duties as assigned by staff members; report facility and customer issues to site supervisor in a timely manner. Knowledge and demonstration of office safety and safety procedures related to work assigned. Candidates must be able to establish and maintain effective working relationships/communications with those contacted in the course of work.

### **Audio Visual Systems Technician**

This position may be utilized by all Clark County divisions. Depending on the division assigned the individual will function in the capacity of an Audio Visual Systems Technician. Under direct supervisions, duties will include, but are not limited to, designs, installs, tests, documents and basic maintenance of audiovisual equipment; basic troubleshooting and resolves audiovisual equipment problems such as, but not limited to, video cameras, audio/video mixers, remote video, recorders, VCR's, broadcast audio/visual equipment, audio/video routers, or fiber optics equipment. Assists users in determining their audiovisual equipment needs; install and customizes audiovisual equipment and ensures that they are functioning appropriately. Upgrades and modifies audiovisual equipment by installing new vendor releases. Confers with departmental to determine information audiovisual equipment needs; researches vendor audiovisual equipment options; ensures that potential acquisitions coordinate with existing audiovisual equipment. Instructs user department staff in the operation of audiovisual equipment; ensures that there is proper written documentation and instructions for non-technical audiovisual equipment users.

#### Experience:

Must have a high school diploma, knowledge and experience in using basic computer software, the ability to learn Recware Safari registration software, experience a plus.

#### Audio Visual Systems Technician

Selects, installs, maintains and provides user assistance for audiovisual equipment. Coordinates and monitors all audiovisual equipment.

Responsible for day-to-day technical duties associated with audiovisual equipment and production services. Successful performance of the work requires a thorough knowledge of technical audiovisual and production methods and the ability to exercise sound independent judgment and resolve difficult problems within established guidelines.

#### Education and Experience:

Equivalent to two (2) years of college level course work in video production or a field related to the work and one (1) year of experience in installing and troubleshooting audio/video production equipment.

**Reference: SECTION E PRICING/ROYALTY FEE RESPONSE FORM:** The SECTION E PRICING/ROYALTY RESPONSE FORM has been revised to include additional positions.

Replace SECTION E PRICING/ROYALTY FEE RESPONSE FORM of RFP 677-KO with the attached Revised SECTION E PRICING/ROYALTY FEE RESPONSE FORM.

**The following questions were raised and are answered below:**

1. Who are the incumbent(s) and how long were they in service of the contract?

**Answer:** The current contracted vendors are: Allen & Associates, Inc.; Howroyd Wright Employment Agency dba AppleOne Employment Services; Century Security and Event Staffing; Contemporary Services Corporation; Manpower; Marathon Staffing Group Inc.; Labor Ready Southwest, Inc.; Advance Personnel Service; Resource Associates of Nevada; Inc., and Robert Half International. The current contracts have been in effect since March of 2012.

2. When does UNLV plan to make the award?

**Answer:** It is anticipated that the new contracts that are awarded as a result of this RFP will be effective in March 2017 in order to replace the current contracts when they expire.

3. How many contract awards will be made?

**Answer:** It is unknown how many contracts will be awarded. With the last Temporary Staffing RFP, UNLV awarded to 11 vendors.

4. What is UNLV's historical usage and yearly spend of this contract during the past three (3) years?

**Answer:** The total UNLV spend across all of the current temporary staffing contracts is estimated to be as follows:

Initial 1 Year Contract Term (March 9, 2012 – March 8, 2013)	\$1,291,316.48
First 1 Year Renewal Term (March 9, 2013 – March 8, 2014)	\$2,203,589.08
Second 1 Year Renewal Term (March 9, 2014 – March 8, 2015)	\$2,019,043.94
Third 1 Year Renewal Term (March 9, 2015 – March 8, 2016)	\$2,228,446.93
Fourth 1 Year Renewal Term (March 9, 2016 – September 27, 2016)	\$1,666,886.80

5. Are Proposers required to bid on all positions (an all or nothing bid)?

**Answer:** Proposers are not required to bid on all positions. Proposers may submit Proposals to fill some, or any combination of positions listed. See RFP 677-KO, Section A Introduction, Purpose of Request.

6. What specific drug screenings are required?

**Answer:** The selected Contractor(s) shall only be required to provide drug screenings if requested by UNLV or Requesting Agency for a specific position. If Proposer can offer drug screenings or background checks, Proposer should list those drug screenings and background checks and provide separate pricing for those screenings in their response to Section E. If Proposer can provide drug screening at no additional cost, this should be indicated in Proposer's response to Section E.

7. Will Proposers be allowed to pass through the costs for background checks and drug screens (at no additional markup) to UNLV?

**Answer:** If Proposer can provide background checks and drug screening services free of charge, please provide this information in your response to Section E by providing a description of each screening and/or background check that Proposer can offer and indicating that there is no additional cost for the screening/background check. If Proposer can offer drug screenings or background checks at an additional cost, Proposer should list those drug screenings and background checks and provide separate pricing for those screenings and background checks in their response to Section E.

8. Would Proposers be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to UNLV?

**Answer:** Please see Request for Proposal 677-KO, Section C, No. 3 Award of Contract, letter g).

9. What are UNLV's current hourly rates charged for each of the positions listed in the RFP?

**Answer:** The current hourly rates are available on the UNLV Purchasing Department Campus Contracts webpage at <http://www.unlv.edu/purchasing/contracts>. All of the current temporary staffing contracts are listed here. Click on the Contract number and then Click "Pricing."

10. If government-mandated costs or expenses are enacted during the contract term, will Proposers be allowed to request rate increases to cover these higher rates?

**Answer:** Yes, but such requests for price increases are subject to the review of the UNLV Purchasing Department. These requests must be made to the UNLV Purchasing Department, must include supporting documentation, and must be approved in writing by the UNLV Purchasing Department. Please see Exhibit B Minimum Contract Terms for the RFP, Article III Consideration.

11. With respect to Affordable Care Act (ACA) costs, would UNLV prefer these charges as a separate line item on the invoices, or instead incorporated directly into each Proposer's hourly rates? Please clarify.

**Answer:** There is no preference, but Proposer's should make sure that all possible costs are provided in their response to Section E.

12. Are there any surety/bid/performance bonds required for this contract?

**Answer:** No

13. Could UNLV provide a list detailing the laws, regulations, statues and ordinances that regulate the performance of the resultant contract (i.e., Living Wage Ordinance, Prevailing Wage, SCA, ACA, etc.)?

**Answer:** A list will not be provided. Proposers/Contractors must abide by all applicable federal, state, and local codes, regulations, statutes, ordinances and laws. It is up to the Proposer/Contractor to ensure that they are complying with all applicable laws.

14. Is a Certificate of Liability Insurance required to be included within the proposal submittals or is it only provided by the awarded Contractor to UNLV upon contract award?

**Answer:** The certificate of insurance would be required upon award of the Contract.

15. If the Certificate of Liability Insurance is required to be submitted within the proposals, could it be excluded from the page limit?

**Answer:** The certificate of insurance does not have to be included the page limit.

16. According to page 1 of the RFP, "one (1) original and one (1) electronic copy on CD or flash drive, and only one (1) Pricing Response Form" is required. Is the one (1) Pricing Response form also included as a separate file within the one (1) electronic copy of the Proposal?

**Answer:** Yes, please include an electronic copy of the price response form as a separate file on the CD or flash drive.

17. Could the Letter of Transmittal, front and back covers, official UNLV forms, attachments, and Tab Dividers be excluded from the 40 page limit?

**Answer:** Yes

18. Given the RFP's extensive narrative response requirements, the required 40 page limit could adversely impact each Proposer's ability to effectively respond to each RFP guideline. Would UNLV consider extending the 40 page limit? Please advise.

**Answer:** The Proposal response should not exceed 40 pages. This 40 page limit excludes written policies regarding personal appearance standards of Proposer's clients, employee code of conduct policies, drug and alcohol policies and any standard policies and forms required by clients at the time of application as requested in Section B, Weighted Evaluation Criteria No. 3 Employee Code of Conduct Policies/Employee Performance. The 40 page limit also excludes Proposer's response to Section E and the Completed Section F and G Response forms.

19. Are Proposers required to subcontract with a Tier 2 MWDBE for this opportunity?

**Answer:** It is not required that Proposers subcontract with a Tier 2 MWDBE. Reports and tracking of Tier 2 MWDBE spend is required on Contracts that actually exceed \$1,000,000 at any time during the life of the Contract.

20. If so, what percentage of the contract is required to be subcontracted to a Tier 2 MWDBE?

**Answer:** This is not a requirement. See Question No. 19.

21. Does UNLV recognize the Women's Business Enterprise National Council (WBENC) as a qualifying MWDBE certification?

**Answer:** See the RFP 677-KO, page 14 for the Definition of a Women-Owned Business Enterprise (WBE) and other MWDBE definitions.

22. If Proposers qualify as a Tier 1 MWDBE, are they still required to subcontract with a Tier 2 MWDBE?

**Answer:** UNLV encourages local businesses and MWDBE business to compete for UNLV contracts. However, there is no requirement to subcontract to a Tier 2 MWDBE.

23. According to page 20 of the RFP, “No placement fee will be charged for temporary employees hired into a full-time UNLV or other Requesting Agency position(s) whom have been employed with the Requesting Agency for a minimum of 30 days through selected Contractor.” Does this “30 day minimum requirement” also include part-time days?

**Answer:** 30 days means the equivalent of 30, 8 hour work days.

24. Is this a new requirement? If not, can you please provide the name of the incumbent, the current contract value and eligibility criteria to re-compete?

**Answer:** This is not a new requirement. Please refer to Question 1 and Question 4.

25. Does this opportunity contain Local Preference? If yes, please provide the details.

**Answer:** This RFP is open to all companies (based in US). It is not required that Proposers have a local office in Las Vegas in order to respond to this RFP. Whether or not a Company has a local presence may be a factor that is taken into consideration in the evaluation of the Proposals received.

26. Please specify how many references are required for each vendor?

**Answer:** Please see the RFP 677-KO, Section B Submission Instructions, No. 2 Evaluation of Proposals, Weighted Evaluation criteria No. 1, letter d.

27. How many vendors would be awarded a contract as a part of this opportunity?

**Answer:** See Question No. 3.

28. When the contract for the current vendors expiring? How many vendors are to be awarded this contract?

**Answer:** The current Contracts expire in March of 2017. It is unknown how many Proposers will be awarded a Contract. See Question No. 3

29. Work can be performed on-site / off-site?

**Answer:** Work is to be performed on-site, unless otherwise specified for a specific assignment by UNLV or Requesting Agency.

30. What is the number of positions available for each job title?

**Answer:** There is not a list of current open positions that UNLV requires the selected Contractor(s) to fill. The RFP is for on-call temporary staffing as needed. The RFP contains a list of positions that UNLV has required in the past, but there is no guarantee of any minimum, or any amount, of business from a Contract resulting from this RFP. Historically, the heaviest UNLV user of the temporary staffing contract has been the UNLV event centers, the Thomas and Mack Center and Sam Boyd Stadium, which require positions related to food and beverage, clean-up, and other event type staffing. The Thomas and Mack Center and Sam Boyd Stadiums spending accounted for roughly 65% of total UNLV spend on the temporary staffing contracts in fiscal year 2016.

31. I was wondering if it would be possible to get the pricing for the current contract that UNLV has for this service. I believe it is with Marathon Staffing.

**Answer:** See Question No. 9.

32. Who is/are your current vendors?

**Answer:** See Question No. 1.

33. What was last year's expenditure?

**Answer:** See Question No. 4.

34. It's stated that no placement fee shall be charged for associates that have been on assignment for a minimum of 30 days. Thirty days is a very short timeframe to allow UNLV to hire a temporary employee without some type of conversion fee. Most contracts allow at least 90 days prior to temporary employees conversion so that the firm can re-coup their costs. Can this requirement be modified/changed to allow proposer's to submit their temp to perm conversion terms?

**Answer:** If Proposer takes exception to any requirement in the Scope of Work, or any terms and conditions within the RFP or Minimum Contract Terms, Proposer must submit a list of those exceptions with their RFP response. See Section C General Terms and Conditions, letter g).

35. It's stated that temporary employees must report to their assigned work area 15 minutes prior to the time scheduled to work. Is this requirement for the first day on assignment or everyday on assignment? Requiring the employee to report 15 minutes early would be counted as time worked and could potentially push the employee into daily and/or weekly overtime.

**Answer:** This requirement is hereby removed from the RFP.

36. It's stated that it is the Contractor's sole responsibility to insure that no temporary employee works daily or weekly hours that could be construed as overtime hours. Would there ever be a situation where the temporary employees' manager would request or approve daily or weekly overtime?

**Answer:** Yes, this is possible. See Question No. 70.

37. What are the costs of the parking permits? Would temporary employees receive faculty/staff, vendor, visitor, or contractor permits. Are free parking vouchers available for temporary employees?

**Answer:** Free parking vouchers would not be available for temporary employees. Information on the cost of parking permits is available from the UNLV Parking and Transportation Services Department. Please contact the UNLV Parking and Transportation Services Department for further information. <https://www.unlv.edu/parking>

38. Under the Pricing section, may we provide price ranges for the "Hourly Rate Charged"?

**Answer:** Yes, this is acceptable.

39. Some of temporary resources/referrals may come from out-of-state. May we work with the hiring manager on an acceptable alternative to in-person interviews as outlined in SCREENING REQUIREMENTS?

**Answer:** If an in person interview is not possible due to the fact that the candidate is out-of-state, then yes, this would be acceptable, if agreed to by the UNLV or Requesting Agency's hiring manager.

40. Do you have a list of what you normally pay for the job descriptions listed?

**Answer:** See Question No. 9.

41. Are any of these positions temp to perm?

**Answer:** This would vary by assignment. This is something that the UNLV department or Requesting Agency and the selected Contractor would discuss for a particular assignment.

42. Is there any goal for MWDBE participation?

**Answer:** There is no requirement or goal for MWDBE participation. UNLV does record and report on this information.

43. Please provide us the current pay and markup rates?

**Answer:** See Question No. 9.

44. Is the Last Day For Addenda the due date for all proposals?

**Answer:** No, the Last Day for Addenda is the last day that UNLV will send out a written addendum to the RFP in order to answer questions and make changes to the RFP. The due date for the Proposals is the Opening Date listed on the first page of the RFP. Sealed Proposals must be received by UNLV prior to 3:00 PM on the Opening Date.

45. In section 5A, "Discuss any training opportunities that are offered to your clients. Discuss employee training policies and procedures, types of training, and frequency of training.", should the word 'clients' actually be 'employees'?

**Answer:** In section 5A, the word "clients" is referring to temporary employees that have applied for temporary employment opportunities through Proposer's agency.

In response to section 5A, Proposers should include information regarding training opportunities that Proposers can provide to their clients. In addition, Proposer should describe any training that it provides to its own employees.

46. Will you be providing answers to ALL questions publicly (so all candidates can review other commonly asked questions)?

**Answer:** Yes. This information is sent out via a written addendum. The addendum will be posted on the UNLV Purchasing website with the RFP document.

47. Can UNLV provide a breakdown of its spending by discipline at all locations (UNLV, NSC, NSHE, and Clark County Water Reclamation District)?

**Answer:** A breakdown by discipline is not available. Estimated annual spend at each location is as follows:

UNLV: \$2,150,000

NSC: \$202,000

Clark County Water Reclamation District: \$700,000

Clark County Nevada: \$1,500,000

NSHE: UNLV and NSC are part of NSHE, spend at other NSHE institutions is not available.

48. What is the estimated ongoing headcount for temporary employees at all locations (UNLV, NSC, NSHE, and Clark County Water Reclamation District)?

**Answer:** This information is not available.

49. How many vendors does UNLV envision choosing?

**Answer:** See Question No. 3.

50. Can suppliers submit bids for some positions in scope (but not all)?

**Answer:** Yes, See Question No. 5.

51. If suppliers must staff all positions to be considered, may suppliers use subcontractors to assist in staffing positions outside of scope?

**Answer:** It is not required that suppliers staff all positions to be considered. See Question No. 5. Proposers may use subcontractors.

52. What is the average length of assignment?

**Answer:** The length of assignment varies and information on the average length of assignment is not available.

53. Clarify expected transition of talent from other suppliers?

**Answer:** Talent cannot be transferred by UNLV to another supplier. It is anticipated that UNLV would have to extend the Contract for the applicable Contractor in order that UNLV can continue to utilize an employee from that Contractor. Alternatively, if the Contractor is awarded a new contract, UNLV would address this in the new Contract.

54. Could UNLV clarify what types of background/drug screens are required?

**Answer:** See Question No. 6.

55. Is there a UNLV-specific vendor used for background/drug testing, or can suppliers utilize their own identified processes? If there is a specific vendor, what is the cost per test?

**Answer:** Suppliers may utilize their own identified processes.

56. Are there current tenure limits in place? If so, how are they enforced?

**Answer:** No, there are no current tenure limits in place for temporary employees hired via a temporary staffing agency. There are policies that apply for employees that are paid through UNLV payroll. The Board of Regents Handbook, Title 4, Ch 3, Section 4.b.3 states: Term of Employment. Initial contracts or letters of appointments shall be for a period of one semester, but subsequent contracts may be for longer periods not to exceed one year.

57. Does UNLV expect vendor to provide timecard management or time clocks or does UNLV have time management in place?

**Answer:** No, UNLV does not expect the Contractor to provide timecard management or time clocks.

58. Can UNLV provide a list of current pay rates/rate ranges for the job titles listed?

**Answer:** See Question No. 9.

59. Are UNLV's Net 30 payment terms negotiable?

**Answer:** See Question No. 34.

60. Our pricing is contingent on site risk evaluations depending on position requirements. Will UNLV allow site visits/evaluations for all locations (UNLV, NSC, NSHE, and Clark County Water Reclamation District) prior to the final bid submission?

**Answer:** There will not be a site visit/evaluation.

61. Should funding for background checks be included in our mark-up or billed back separately?

**Answer:** Any costs for background checks and drug screenings should be listed separately and should not be included in the Hourly Rate Charged. See also Questions No. 6 and 7.

62. What overriding factors impacting pay rates, length of assignments, or bill rates such as federal/state acts, union requirements, or UNLV guidelines?

**Answer:** Proposers/Contractors should ensure that they are in compliance with all applicable Federal and State Laws and guidelines including the Fair Labor Standards Act and Nevada Wage and Hour Guidelines.

63. Is UNLV willing to accept redlines for the contract provided in the RFP?

**Answer:** See Question No. 34.

64. Is UNLV willing to sign hold harmless and indemnity agreements for job titles requiring driving and/or cash handling?

**Answer:** The awarded Contract will be governed by the terms provided in the RFP, Exhibit B Minimum Contract Terms for the RFP. If Proposer takes exception to these terms and conditions, Proposer may submit exceptions. See Section C General Terms and Conditions, No. 3, letter g).

65. Do we send a Certificate of Insurance with our bid response?

**Answer:** Proposers may include a certificate of insurance with their bid response, but this is not required. If selected for award, the successful proposers would be required to provide UNLV with a certificate of insurance per the insurance requirements.

66. Am I correct in assuming that we do not submit a Certificate of Insurance with our bid response, and that we do submit the COI if we are selected for the UNLV MSA contract?

**Answer:** Yes, See Question No. 65.

67. Pg 8, Item 6 Training/Other

- a. Discuss any training opportunities that are offered to your clients. Do you mean to say "consultants" rather than "clients"?

**Answer:** See Question No. 45.

68. Will the all vendors have the same Not to Exceed bill rates per Job Description?

**Answer:** No. Proposers are to provide their pricing with their RFP response.

69. Will each vendor have different Not to Exceed bill rates per job description, based upon each vendor's submitted bid pricing?

**Answer:** Yes.

70. Pg 17, Overtime: Will the "Requesting Agency" pay overtime bill rates?

- a. I see the "Requesting Agency" will not pay overtime to any of our temporary workers.

**Answer:** The section entitled "Overtime" on page 17 of the RFP is hereby deleted and replaced with the following:

IF an employee works overtime (more than 40 hours during the work week, or more than 8 hours during the work day) UNLV or Requesting Agency will be billed at a rate that is 1 and 1/2 times the normal pay rate of the employee for the hours that were overtime.

The link below points to the Department of Labor fact sheet on FLSA overtime.  
<https://www.dol.gov/whd/regs/compliance/whdfs23.pdf>

71. Pg 22, Parking. Can you let me know the approximate daily cost of vehicle parking at UNLV?

**Answer:** See Question No. 37.

72. Pg 7. e, About Subcontractors. If we are selected for the UNLV Contract, may we present W2 employees of our subcontractor partners who are not on our Bid response of our bid-submitted list of Subcontractors? We'd like the opportunity to create new relationships with new Subcontractors, especially new MWDVE and new local subcontractors.

**Answer:** Proposer should provide information regarding all Subcontractors in their response to Weighted Evaluation Criteria No. 1, letter e. If, after award, a Contractor wishes to use other Subcontractors not listed in their RFP response in the performance of this Contract, the Contractor must first contact the UNLV Purchasing Department to get approval.

73. Section F Form – Will UNLV accept a scanned copy of the Section F form, rather than an original document?

**Answer:** No, A completed and signed Section F RFP Response Form should be enclosed and submitted with the sealed proposal.

74. Will UNLV allow any percent increase in bill rates over the 5-year contract period?

**Answer:** Please see Exhibit B Minimum Contract Terms for the RFP, Article III Consideration.

75. Pg 12, #9, Failure to furnish at specified price:

a. If we are awarded a contract based on the current RFP, there may be times we may not have the staff for a particular Request for Resumes. Thus, for the particular Request for Resume we MAY NOT submit a candidate. Will we be removed from the UNLV Vendor list if we do NOT submit any resumes to a particular Request for Resumes?

**Answer:** No

b. Does Pg 12, #9 pertain more to hardware items?

**Answer:** Page 12, #9 refers to any goods or services that the successful Proposer is providing. This would include the temporary staffing services.

c. Will UNLV indeed remove us from the UNLV Vendor list if we make a mistake and submit at a higher bill rate than we stated in our Bid Response?

i. Also, we do not want to be penalized if UNLV asks for a more senior person or if market rates fluctuate dramatically over the life of the contract award period.

**Answer:** You would most likely not be removed from the UNLV Vendor list due to a minor mistake. Removal of a Vendor from the UNLV Vendor list would be a rare occurrence and such removal would be at the discretion of the Director of Purchasing and Contracts and would depend upon the Director's judgment as to the extent and severity of the offense.

Please also see Questions No. 10 and 74 regarding price changes.

76. Pg 7. #3 Employee Code and Conduct Policies/Employee Performance

a. "Provide copies of written policies regarding personal appearance standards required of Proposer's clients, employee code of conduct policies, drug and ..... and forms required by clients to sign at time of application."

By "client" do you mean our clients, like UNLV?

By "client" do you mean our consultants we place on assignment?

**Answer:** The word "clients" is referring to temporary employees that have applied for temporary employment opportunities through Proposer's agency and that Proposer will place on assignment.

77. Will UNLV accept hourly rate ranges within the submitted Section E – Pricing/Royalty Fee Response Form? The hourly ranges represent the level of candidates that UNLV may select; the lower end of the pay rate range represents candidates with lesser experience and the higher end represents candidates who have more experience.

**Answer:** Yes, hourly rate ranges are acceptable.

78. Are you looking to award multiple vendors? Or just one?

**Answer:** See Question No. 3.

79. What is the total number of active contingent workers at UNLV today?

**Answer:** The number of active contingent workers is hard to identify. The only contingent workers that are entered into UNLV's HR System are those that either need access to technology (systems, PC, etc) or will need travel reimbursement. As these are the only ones Human Resources enters, and they represent a small percentage of all the active contingent workers on campus, there is no way to give a count.

80. Is there an ideal number of vendors you're targeting for your program?

**Answer:** See Question No. 3.

81. Please provide a breakdown of spend (dollar and/or percentage) by job category.

**Answer:** Information on spend breakdown by job category is not available.

82. May candidates bid on some of the categories, or is preference given to vendors who can provide staffing services in all categories?

**Answer:** See Question No. 5.

83. Does UNLV anticipate a certain number of vendors for each category? If so, what?

**Answer:** No, UNLV does not anticipate a certain number of vendors for each category.

84. How many full time employees and contractors does UNLV currently have overall and within IT?

**Answer:** UNLV has 3,157.94 FTE (Full Time Equivalent) employees. UNLV currently has 108 active Office of Information Technology employees (excluding student workers and contingent workers). An additional 20 employees on campus have titles reflective of IT responsibility but don't work within the Office of Information Technology unit.

85. After reviewing the RFP, we would like to use our Conversion Fee Schedule, in place of what is written on page 8, 5d. and page 20, Placement Fee.

**Answer:** Proposer must provide this information in their response to question 5d. Also, Proposer should include this with their list of exceptions. See also Question No. 34.

86. Also, last day for Addenda is Wednesday, September 28, 2016. What does this mean?

**Answer:** See Question No. 44.

87. Is the RFP Response Form due with the proposal on October 6, 2016?

**Answer:** Yes.

88. Does being a Certified LGBT (lesbian, gay, bisexual, transgender) and NGLCCNV (National Gay and lesbian chamber of commerce) business offer our company any benefits in this bid?

**Answer:** UNLV is an Equal Opportunity educator and employer, committed to achieving excellence through diversity. There are however, no specific points that are added to a Proposer's score for being a Certified LGBT or NGLCCNV business.

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**ALL OTHER TERMS, CONDITIONS AND SPECIFICATIONS OF THIS REQUEST FOR PROPOSAL REMAIN THE SAME.**

**REVISED SECTION E  
PRICING/ROYALTY FEE RESPONSE FORM**

<u>Position</u>	<u>Hourly Rate Charged</u>
Professional Accountant:	\$
Accounts Payable/General Accounting/Payroll Assistant:	\$
Bartender:	\$
Booksellers/Cashiers	\$
Food Server:	\$
Cashier	\$
Computer Technician:	\$
Concession Cashier:	\$
Concession Runner:	\$
Concession Service Prep (Stand Worker):	\$
Concession Stand Leader:	\$
Construction - Unskilled Labor	\$
Custodial Workers:	\$
DataBase Administrator	\$
Data Entry Clerk:	\$
Dental Office - Front Desk	\$
Dental Office - Back Office	\$
Dentist	\$
Dishwasher:	\$

Executive Assistant	\$
File Clerk:	\$
General Labor:	\$
Kitchen Worker:	\$
Landscapers and Grounds Maintenance	\$
Line Cook:	\$
Loader:	\$
Medical Office Assistant	\$
Mover	\$
Network Engineer	\$
Parking Attendant:	\$
Parking Cashiers:	\$
Pre/Post Clean Up:	\$
Receptionist:	\$
Runners:	\$
Secretary:	\$
Security Staff:	\$
Special Usher:	\$
Stagehand Specialties (Carpenter):	\$
Stagehand Specialties (Lighting Technician):	\$
Stagehand Specialties (Audio Technician):	\$
Stagehand Specialties (Video Technician):	\$

Stagehand Specialties (Spot Light Operator):	\$
Stagehand Specialties (Loader):	\$
Stagehand Specialties (Wardrobe Assistant):	\$
Stagehand Specialties (General Stagehand):	\$
Systems Administrator	\$
Ticket Taker:	\$
Traffic Control:	\$
Transcriber:	\$
Usher:	\$
Word Processor:	\$
**Office Assistant I:	\$
**Office Assistant II:	\$
**Office Specialist:	\$
**Records Technician:	\$
Programmer Analyst:	\$
Programmer Analyst:	\$
Sr. Programmer Analyst:	\$
Network Analyst:	\$
Temporary Pharmacist	\$
Temporary Pharmacy Technician	\$
**Office Aide	\$
**Office Clerk I	\$

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**Office Clerk II	\$
**Secretary (For Clark County Government)	\$
**Audio Visual Systems Technician	\$