



November 15, 2024

ADDENDUM II

PURCHASE OF TEMPORARY EMPLOYMENT SERVICES RFP-2025-0072

- I. The proposal submission deadline for this RFP has been extended to no later than 2:00 p.m. CT, Thursday, December 5, 2024.
- II. In response to questions received:
 - A. **Question:** I am having difficulty registering in the Alamo Colleges eBidding portal. May I submit my proposal another way?

Response: Yes. As per Section 2. Terms and Conditions of the RFP and Submission of Proposal, Subsection C.1 states,

“Offeror may upload proposal to Alamo Colleges District e-Bidding portal; or submit one (1) original bound copy and one (1) electronic copy (preferred format for electronic copy is Word or PDF), of the Proposal on the forms provided, signed, and sealed, prior to ...

Alamo Colleges District
Purchasing and Contract Administration
Re: Purchase of Temporary Employment Services
RFP # 2024-0072
Reception Desk
2222 N. Alamo St.”

Additionally, the hard-bound copy and electronic copy (thumb drive) may be delivered personally or via FedEx, UPS, USPS or other courier service but it must arrive at the address above prior to 2:00 P.M. Central Time (CT) on December 5, 2024.

- B. **Question:** Since I'm unable to access the Alamo Colleges District e-Bidding portal to upload my proposal, would it be possible to submit it electronically via email to dst-purchasing@alamo.edu and nperez269@alamo.edu instead?

Response: As per Section 2.C.2. on page 22 of the RFP solicitation, “E-mailed or faxed proposals will not be accepted.”

C. **Question:** Is this a newly initiated project, or is it a continuation of an existing one?

Response: This is a new bid solicitation.

D. **Question:** If it is ongoing, kindly provide the names of the current service providers/incumbent vendors.

Response: See Addendum I, response to Question H.

E. **Question:** Could you provide details on the previous expenditure associated with this contract?

Response: See Addendum I, response to Question F.

F. **Question:** Could you confirm if it is possible to obtain the proposals or pricing details of the incumbent vendors?

Response: See Addendum I, Attachment A.

G. **Question:** Can you clarify the expected number of awards for this solicitation?

Response: See Addendum I, response to Question E.

H. **Question:** What is the tentative start date of this engagement?

Response: The “Contract Term” on page 4 of the RFP solicitation states,

“Any contract awarded by the Board of Trustees as a result of the RFP will begin upon award and terminate January 31, 2028, and automatically renew for three, one year periods.”

I. **Question:** What is the work location of the proposed candidates?

Response: As per Section 1.B.9. on page 14 of the RFP solicitation,

“The awarded offeror(s) will have the non-exclusive right to provide temporary employment services for the Alamo Colleges District to include its five (5) campuses and satellite locations, including but not limited to:

- a. Northeast Lakeview College
- b. Northwest Vista College
- c. Palo Alto College
- d. San Antonio College
- e. St. Philip’s College – Main Campus
- f. First Responders Academy
- g. Southside Education and Training Center

- h. St. Philip’s College – Southwest Campus
- i. IH-10 West Education and Training Center
- j. Westside Education and Training Center”

J. **Question:** Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

Response: There are no mandatory subcontracting requirements for this contract award.

K. **Question:** How many positions will be required per year or throughout the contract term?

Response: Temporary Employment Services will be requested on an as needed, indefinite-delivery, indefinite quantity (IDIQ) basis.

L. **Question:** If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources?

Response: Yes, however, it is not necessary to provide specific resource information. Proposals will be evaluated against the requirements specified in the RFP solicitation.

M. **Question:** Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

Response: See Addendum I, response to question I.

N. **Question:** Could you please provide the list of holidays?

Response:

2025 Holiday Calendar

HOLIDAY	DATE(S)
Martin Luther King Jr. Day	January 20, 2025
Spring Break	March 10 - 16, 2025
Cesar Chavez Day	March 31, 2025
Easter Holiday	April 18-20, 2025
Fiesta Holiday	May 2, 2025
Memorial Day	May 26, 2025
Juneteenth Holiday	June 19, 2025
Independence Day	July 3, 2025 (Observed) (Independence Day, July 4 falls on a Friday. All campuses are closed on Fridays in the summer.)
Labor Day	September 1, 2025
Thanksgiving Break	November 27-28, 2025
Winter Break	(TBD)



- O. **Question:** If we do not have 2 years' experience providing temporary employment services for institutions of higher education, will we be automatically disqualified? We have staffed for over 300 skill classifications for 47 years.

Response: No, you will not be automatically disqualified. As per the "Minimum Qualifications" section on page 5 of the RFP solicitation,

"Failure to meet minimum qualifications may be grounds for rejection."

- P. **Question:** I did not receive a zoom invite for a pre bid meeting has that passed?

Response: There was no pre-bid meeting for this RFP solicitation.

- Q. **Question:** I will be submitting a proposal and uploading it electronically. Do you want section 3-7 uploaded or emailed separately? Will section 8 and Exhibit A be completed at a later date and only upon Award?

Response: Sections 3-7 should be combined with Offeror's proposal. Section 8 and Exhibit A are not to be completed. They are for reference only and serve as an example of an Alamo Colleges District Services Agreement.

- R. **Question:** I have been in staffing for 13 years and opened up my own staffing company 3 years ago. Prior to opening up my company I had contracts with St Mary's university and Our Lady of the Lake. However, I do not have contracts with colleges as of yet, with my own company. Would this disqualify me?

Response: No, you will not be automatically disqualified. As per the "Minimum Qualifications" section on page 5 of the RFP solicitation,

"Failure to meet minimum qualifications may be grounds for rejection."

- S. **Question:** For Exhibit A - can you clarify how you see deliverables happening in the temp world for #7?

Response: Section 8 and Exhibit A are not to be completed. They are for reference only and serve as an example of an Alamo Colleges District Services Agreement.

Please refer to Section 1.B. Statement of Work, subsections 1-10, on pages 11-14 of the RFP solicitation, for the "deliverables" that would be outlined in Exhibit A of an Awarded Agreement.

- T. **Question:** Please let us know if we can only participate in the 3) Information Technology or should bid for all the categories given in the scope of work. a) Help Desk b) Information Technology Data Analyst c) Information Technology Security Analyst d) Network Specialist e) Programmer f) Web Designer g) Web Developer.

Response: Offerors do not have to submit a proposal for all categories listed in Section 1.B.1. Job Classifications on pages 11-12 of the RFP solicitation. As per Section 3 Proposal Pricing Schedule on page 24 of the RFP solicitation,

“Offerors need not propose a MARK-UP (%) for all JOB CLASSIFICATIONS to be considered for award.”

- U. **Question:** Will temporary employees be assigned to a single work location for the assignment, or could they be required to work at multiple locations throughout their assignment?

Response: Temporary employees are typically assigned to one work location as listed in the response to question 9, above. However, all work location and job description requirements will be provided to awarded Contractor on a case by case basis, at time of request for Contractor to fill requirements.

- V. **Question:** If pricing must remain fixed for the initial 12-month period, does it mean a vendor can propose a price increase for subsequent years?

Response: Yes, Offeror’s awarded a contract may propose a reasonable price increase, substantiated by market conditions, in subsequent years after the initial 12-month contract term.

- W. **Question:** Per contract section 8.5.2 – Payment Card Industry Security Standards, does Alamo Colleges intend to utilize a payment card to process payments to vendors under this contract? If so, will a vendor incur any additional fees?

Response: Alamo Colleges District will not utilize a payment card to process payments to awarded contractors.

- X. **Question:** How does the District evaluate each of your supplier’s performance on an ongoing basis?

Response: Supplier’s performance is evaluated on the basis of their ability to meet the requirements of the Alamo Colleges District.

- Y. **Question:** Assuming this is a multi-vendor award, who at the District determines which supplier(s) to utilize? How do they determine which supplier(s) to utilize?

Response: The awarded Offerors utilized to meet requirements are determined by the Alamo Colleges Talent, Organization and Strategic Innovation Department.

- Z. **Question:** Will the job requisitions come to the supplier(s) through a centralized office (such as HR), or will hiring managers of each department be able to request talent directly with the supplier(s)?

Response: Temporary Employment requests to awarded Offerors will be initiated by the Alamo Colleges Talent, Organization and Strategic Innovation Department.

AA. **Question:** How will the District promote/publish the list of approved suppliers?

Response: Alamo Colleges will publish the list of awarded Offerors on the Alamo Colleges District's Purchasing and Contract Administration's web site at www.alamo.edu/purchasing.

BB. **Question:** P.26 Section 5 Certification of Non-Collusion requires both a signature and a seal, since we are a corporation. Because we will be submitting our response through the portal, can you confirm that you will accept a scanned copy of p. 26 Section 5 Certification of Non-Collusion?

Response: A scanned copy is allowed if submitted through the eSourcing portal.

III. Please acknowledge receipt of this Addendum II, with your proposal.

REMINDER:

The deadline to submit a proposal for this project is 2:00 p.m. C.S.T., December 5, 2024.

All questions related to this RFP are to be directed to Nadia Perez, Senior Purchaser, via email to: nperez269@alamo.edu with a copy to dst-purchasing@alamo.edu.