



From: The College of New Jersey

Date: June 24, 2019

REFERENCE: Temporary Staffing

Bid No. AB190036

Date of Original Bidding Documents: June 9, 2019

INTENT: This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents and Prior Addenda if any, as identified above.

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The following questions were received from vendors.

- We will be sending our proposal via UPS which cannot be delivered to a P.O. Box as shown on page 1. If we send it to the 2000 Pennington Road address without the P.O. Box number, will this reach you?  
**TCNJ Response**-Per page 4 under Submissions, the proposals should be mailed to the College, 2000 Pennington Road, Administrative Services Building, Room 201, Ewing, NJ 08628
- Do we need to provide the College our New Jersey Business Registration with our response?  
**TCNJ Response**-Although the business registration is not a mandatory submittal, it can be submitted with the proposal, or definitely has to be submitted before the contract is awarded.
- We have a Certificate of Employee Information Report – will this suffice for the Affirmative Action requirement?  
**TCNJ Response**-Yes
- Is it required that we bid on all positions?  
**TCNJ Response**-No
- Would the College consider the vendor conducting background screening once an interest in the candidate is shown by the College, not before?  
**TCNJ Response**-Yes
- Do you require drug screening, and if so, what panel drug screen is necessary?  
**TCNJ Response**-No, drug screening is not necessary.
- How often do you convert temporary employees, and in what skill sets?  
**TCNJ Response**-Sometimes, depending on the candidate's performance on the job.
- In Exhibit B is the single county search for Sarasota County only? Please advise the meaning of “\*List County fees that may be added to required search”.  
**TCNJ Response**-This should be listed for county only. Please discard “Sarasota”. The additional sentence “List County fees...” should not be there so please discard this.



- Please disclose your current rate per hour for each of the positions found on the Cost Sheet.  
**TCNJ Response**-Below are the rates  
Secretarial Assistant \$17.88  
Professional Service Specialists 4A-Did not bid previously  
Carpenter-Did not bid previously  
Masons-Did not bid previously  
Building Maintenance \$15.55  
Groundskeeper \$15.92  
Background Checks-Cost included
- Please confirm that the positions do not work with inmates as described in the carpenter, mason and grounds worker job descriptions.  
**TCNJ Response**-Candidates do not work with inmates.
- Please describe in what circumstances that a grounds worker would “ensure the safety, custody and progress of patients...assigned to grounds work”.  
**TCNJ Response**-The job descriptions are generic state job descriptions. This should not be an issue at the College.
- Will you be transitioning current temporary employees if new vendors are chosen?  
**TCNJ Response**-No, they will continue with the existing vendor until they complete their current assignment.
- What was your contract spend in 2018?  
**TCNJ Response**-Approximately \$275,000
- What are your challenges today?  
**TCNJ Response**-Finding qualified candidates for facilities with less turnover and few interruptions.
- Can you break-out your spend by position?  
**TCNJ Response**-Approx. 65% of jobs to fill would be the Building Maintenance Worker or Groundskeeper and the remaining would be Professional Service Specialist 4 and Program Assistant Administrative roles.
- During the 3 year term of the initial contract, the minimum wage will increase 3 times from \$10 an hour to \$13 an hour. And then during the two one year options the rate will go from \$13 an hour to \$15 an hour. The RFP has one field for bill rate. Can we present pricing that increases yearly as the minimum wage increases or do we need to build the minimum wage increases into one bill rate for the entire length of the contract?  
**TCNJ Response**-Yes
- What is the estimated budget for this RFP? If unknown, please specify previous spending.



**TCNJ Response-**Budget not known, depending on vacancies and other factors. Previous spend approximately \$275k

- Is this a new requirement? If not, please provide the current vendor (s) providing the service and how are the current services being procured?

**TCNJ Response-** TCNJ Response-Current vendor J&J Staffing Resources, procured via advertised bid in Summer 2016.

- 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.

**TCNJ Response-**We leveraged J&J for approx. 60 jobs. Even split between Building Maintenance Worker and Administrative Roles.

- Please provide a copy of the proposal of all current vendors providing temporary staffing, including rate/cost sheets.

**TCNJ Response-**Current rates are listed in an earlier question. An Open Public Records Act (OPRA) Request Form should be completed to receive a copy of proposals from our last bid. Link to complete OPRA request is <https://ogc.tcnj.edu/openpublicrecordsrequest/>

- What are the most frequently used job categories in the subject matter RFP?

**TCNJ Response-**Most frequent is the Building Maintenance Worker (Facilities Role) and then Professional Service Specialist 4 (Admin. Role).

- What is the average length of the assignment?

**TCNJ Response-**It varies, typically a few months.

- Is it a multiple award RFP?

**TCNJ Response-**The College may award the bids to multiple vendors in the event it is determined to be in the best interest of the College.

- Does this bid include program assistants?

**TCNJ Response-**Yes

- In the event that we do not bid on this RFP, would we still be considered as a vendor?

**TCNJ Response-**Yes, for services not listed/contracted on the RFP.

**End of Addendum**