



DATE: September 28, 2011

TO: All Prospective Proposers

FROM: Janet Foster
AVP Procurement Services
240-684-5141

RE: RFP 90968 –Professional Staffing Services
Addendum #3 dated 09/28/11

The following amends the above referenced RFP documents. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Technical Proposal.

1. The due date and time for the **Technical and Price Proposals** **REMAINS** as **Tuesday, October 4, 2011 on or before 4:00 p.m.**

Proposals **must** be delivered to:

Janet Foster
University Center UC 310
4716 Pontiac Street
College Park, MD

Late proposals cannot be accepted. Proposals are to be delivered to the University's Procurement Office, University of Maryland University College, Procurement Office, Room UC-310, 4716 Pontiac Street, College Park, MD 20740. The University recommends against use of mail or delivery services which will not guarantee delivery directly to Suite 310. Directions to the UMUC Procurement Office can be found at the website http://www.umuc.edu/visitors/locations/uc_building.cfm.

**Questions from Potential Proposing Firms
Professional Staffing Services RFP 90968
Addendum #3 dated 9-28-2011**

1. Are we required to give quotes for every job description listed? *Per Section I, 1.1, UMUC invites qualified vendors to submit proposals that meet **some or all** of the requirements of this solicitation. Your Technical proposal should provide an explanation of the positions and/or type of staffing solutions you can provide. Your Price Proposal should be based on your Technical response and can provide a partial response.*
2. Will you be implementing a VMS/MSP system within the next 5 years? If awarded the contract, how will that impact the agreement? *UMUC currently has procurement underway for an RPO, but it is too early in the process to give an indication of whether a VMS/MSP system will be implemented in the next five years or not.*
3. Why are you putting this out to bid? *To enter into a contractual relationship for these services.*
4. What is the overall total annual spend for your program encompassing all locations and by job classifications? By category? *See number 17, Addendum #2, issued 9-27-2011*
5. How many vendors are actively filling positions for you today? *There is no incumbent/contract.*
6. Can you specify the weight applied to each proposal criteria? (Quality, pricing, speed, etc). *See number 19, Addendum #2, issued 9-27-2011*
7. Please provide a list of your locations that utilize Professional Staffing. *Per Section I, 1.1, there are many locations. Please see <http://www.umuc.edu/visitors/locations> for a complete list.*
8. Is this RFP for 'staff augmentation' work only, or is project based work included also? *Per Section I, 1.1, UMUC is soliciting proposals to obtain the services to provide professional temporary personnel for various UMUC departments, including but not limited to Information Technology, Finance, Human Resources, and Marketing. The professionals will augment UMUC staff for various projects. There is also a possibility that some of the temporary professionals could eventually become UMUC employees. UMUC may also request direct hire services and/or temporary professionals for specific length assignments.*
9. Are you considering vendors that specialize only in specific areas, such as Finance and/or IT? Or are you only considering vendors that provide all services (Finance, IT, Admin, call center, etc.)? *Per Section I, 1.1, UMUC invites qualified vendors to submit proposals to meet **some or all** of the requirements of this solicitation. Any qualified vendor is welcome to respond.*
10. Who are the key stakeholders; will they be involved in the decision process for the selection of the vendors? *This information is considered confidential*
11. What is the average length of assignments? What percentage is temporary/consulting vs. permanent placement? What was the total number of positions filled last year in accounting, admin, legal, creative and IT? What are the top 5 departments/locations using temporaries? What percentage of temporary/contract employees is converted? What are the top three challenges your managers have with contingent staffing? *In response to all of the above, there is no incumbent vendor and/or contract.*

12. What specific drug and background screens do you require? *Per Section II, 2.1.8, the Agency will be expected to perform thorough reference checks on the candidates presented for consideration. In addition, either directly or through a third party, the Consultant will be responsible for completion of a background check on the candidate of choice. The background check should include: Social Security Number verification, criminal felony conviction records check, employment and salary history verifications. If applicable, a credit history and/or motor vehicle report may also be requested. The type and content of the background check will be determined by the assignment.*
13. Do you expect the cost for any required drug and background screens to be billed back to you or built into the pricing we are providing? *There will be no bill back on drug and/or background screens.*
14. Will we be locked into the rates we supply on the Bill Rate Matrix, or will you be creating a standard rate card based off of the average of all the responses? *The pricing supplied is for analysis purposes only. Please provide one rate for position that you are responding to.*
15. Will you have a primary vendor and secondary niche vendors? *UMUC does not have a specific number of awards in mind; the evaluation of the offers received will determine that. Per Section II, 2.1., UMUC has the right to make personnel requests to only one of the awarded contracts and is not obligated to make the same request to each of the awarded contracts.*
16. Do the vendors have direct contact with hiring managers when a requisition is opened? *Per Section II, 2.1.1, requests will be made by Procurement. Upon receipt of resumes, it is anticipated that the hiring manger/department will perform telephone interviews.*
17. How will orders be distributed to the staffing vendors? *It will be based on the responses received as some responses may be partial. Per Section II, 2.1., UMUC has the right to make personnel requests to only one of the awarded contracts and is not obligated to make the same request to each of the awarded contracts.*
18. Will all of your locations be mandated to utilize the awarded preferred suppliers? *Per Section I, 1.4, there is no guarantee of a dollar amount or number of positions placed. These contracts are not exclusive.*
19. How will you announce/communicate the new vendor program to your internal staff? *Human Resources will work with the departments to communicate all staffing options.*
20. Will you accept a counter proposal to the 1 year Direct Hire Guarantee? Do you have a specific pro-rated schedule that would apply? Will you accept tenure discounts that start after 6 months of billing? Will you accept a conversion fee schedule that requires a longer period of time to work based on salary level? *Exceptions should be presented in the technical proposal. Depending on the exceptions taken, a firm could be considered non-responsive.*

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 90968

TECHNICAL PROPOSAL DUE DATE: Tuesday, October 4, 2011 at 4 PM

RFP FOR: Professional Staffing Services

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 09/23/2011

Addendum No. 2 dated 09/27/2011

Addendum No. 3 dated 09/28/2011

Addendum No. dated

Addendum No. dated

As stated in the RFP documents, this form is included in our Technical Proposal.

Signature

Name Printed

_____ Title