

WV HIGHER EDUCATION POLICY COMMISSION
REQUEST FOR QUOTATIONS #20121 TEMPORARY SERVICE WORKERS
ADDENDUM #1 – February 4, 2020

1. Do we need to submit actual resumes for all mentioned positions or only sample resumes required?

Answer: Resumes are not required.

2. Is there any preference for local vendors?

Answer: No. As per WV State Code §5A-3-37, preference for West Virginia vendors is for the purchase of commodities or printing. The WV resident vendor preference is not applicable for services.

3. Is this a new RFQ or is there already a vendor providing services to the Commission?

Answer: Temporary services are currently being provided at the Center.

4. Please provide the current vendor providing the service to the Commission.

Answer: Kelly Temporary Services is our current vendor.

5. How are the current services being procured?

Answer: Kelly Temporary Services was procured via an open-end contract originally released by Marshall University and made available to all institutions and the Commission.

6. Are you satisfied with the incumbent's performance? Please rate on a scale of 1 to 10.

Answer: Yes, we are satisfied.

7. Please provide the total number of temporary staff on current assignments.

Answer: Four (4).

8. What is the estimated budget for this RFQ? If unknown, please specify the previous spending.

Answer: We do not have an estimated budget. Currently we are paying approximately \$2,300 per week.

9. Apart from the end of tenure, is there any other reason to release this solicitation? Are there any pain points?

Answer: No.

10. Is there any particular format for the response submission?

Answer: Vendor must indicate conformance with the mandatory requirements contained in the SPECIFICATIONS section of the RFQ. Vendor must complete Exhibit A. Vendor must sign their bid. It is preferable that vendors complete Exhibit F – Bid Title Page.

11. To offer you a competitive pricing structure, we would like to know current bill rates to the Commission.

Answer: Current bill rates are \$13.10 for Building and Grounds Maintenance Worker; \$18.42 for the Information Technology Technician; and, \$19.65 for the Facilities and Grounds Maintenance Supervisor.

12. Please list the benefits current employees are receiving from the incumbent or are expected to be provided.

Answer: Benefits are not paid by the Center. The hourly cost paid by the Center must include all employee costs and benefits.