

Questions and Answers

1. What is the volume potential?
 - a. **Undetermined but could be as many as 60 positions**
 2. What kind of workers are you looking for (skill set, job title) etc?
 - a. **This RFP is specifically targeting the identification, recruitment and marketing of qualified candidates for childcare (center directors, lead teachers, teachers and assistant teachers) and school bus drivers. However, we reserve the right to request assistance with other positions should the need arise.**
 3. Are these temp to hire workers or seasonal?
 - a. **They would be regular full-time employee of ESD 112 or SELF.**
 4. Will these be direct hires?
 - a. **Yes**
 5. Would companies from outside the USA be able apply for this (like, from India or Canada)?
 - a. **While a local vendor is not a 100% requirement, it is expected that the contracted service provider will be available and able to meet with ESD 112 personnel frequently.**
 6. Would we need to come over there for meetings?
 - a. **It is expected that the contracted service provider will be available and able to meet with ESD 112 personnel frequently.**
 7. Can we perform the tasks (related to RFP) outside the USA (like, from India or Canada)?
 - a. **While a local vendor is not a 100% requirement, it is expected that the contracted service provider will be available and able to meet with ESD 112 personnel frequently.**
 8. Can we submit the proposals via email?
 - a. **No, a signed original must be delivered either via USPS, UPS, FedEx, etc. or hand delivered.**
 9. Are the submittal forms excluded from page limit or included in the overall proposal page limit of 20 pages?
 - a. **Yes, they would be excluded. We are really trying to limit responses to direct answers or pertinent information and do not want brochures or pages of standard boilerplate information. If you need to go over that limit to fully answer questions please do so. We will not be arbitrarily throwing out proposals that do not rigidly conform to our proposal format/limits.**
 10. Can proposer / bidder provide copy of insurance certificate after the contract award notification or is it mandatory to include copy of insurance certificate additionally insured in our proposal? Or will a sample insurance certificate be sufficient at the time of proposal submission, please confirm.
 - a. **Insurance can be provided at the time of contracting and is not 100% necessary with the RFP response, however, you should indicate that all insurance is in place and you will comply with the coverages listed.**
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11. Are center directors, lead teachers, teachers and assistant teachers, and bus drivers the job positions for which ESD 112 seeking to hire qualified employees?
 - a. **Yes at least initially. We may expand as other needs arise.**
12. If our understanding is incorrect then would it possible for ESD 112 to clearly specify the job titles/positions for the positions referenced in question 7?
 - a. **Those are the positions we are currently in need of assistance filling.**
13. Does the Proposer / Bidder have to provide Flat Rate for following positions, job positions that are filled by SELF (center directors, lead teachers, teachers and assistant teachers) and Transportation Services (bus drivers)?

If the above scenario is positive, then do we need to replicate the (*make copies of this form*) form to provide costing for all the positions, or how ESD 112 wants to get the flat rate information from proposer / bidder.

Has proposer / bidder to quote "Not to Exceed" Flat Rate?

- a. **The proposer may attach a separate sheet for pricing. If the proposer wishes to use a flat rate methodology and those rates change depending upon position, then the differing rates should be specified by position.**

It is not our intention to exclude proposals based upon the format of the response so do not be overly concerned about the format as long as it answers the questions and accurately conveys your services and pricing.

Please use a pricing spreadsheet if that is the best way to submit your pricing proposal, our submittal sheets are just an example of options/methods.

14. In Section 2, question 2, you ask about the prescreening process. Please clarify "*prescreening*". Are you referring to skills, experience, domain knowledge evaluation or background verification? Or is the intent to cover the everything in prescreening process of proposer?
 - a. **We are interested in learning what the firms screen for as part of their process. Our expectation is for the winning firm to ensure the people they find and refer to us meet our minimum job requirements, have the right skills and experience to do the job, and do not have any significant red flags in terms of their prior work history. We will do the criminal background checks and check references.**
15. Please elaborate what kind of verifiable metrics, you are expecting the proposer to provide?
 - a. **At minimum, we will want to track length of time it takes to find qualified candidates, the number of qualified candidates found and referred and the number of people we actually hire based on those referrals.**
16. What kind of reports does ESD 112 expect the proposer to provide? Job Position vs Submissions Analytics, Candidate Information, etc., or are there specific reports required by ESD 112?

- a. We expect reports on the verifiable metrics described above as well as reports that describe where the firm is advertising our positions, who they are connecting with and what other steps they are taking to find us qualified candidates.

17. What is the approximately budget of this contract?

- a. There is not a specific budget set aside for these services. We need help finding qualified individuals and are willing to pay a reasonable amount for services that help us accomplish that goal.

18. Please provide the historical information of the last spending?

- a. These services have previously been provided by ESD 112

19. Is it possible for ESD112 to provide the winning proposal document of existing incumbent, who won the contract last time? How many employees were hired last time per positions?

- a. There is no incumbent providing these services.

20. Is there any incumbent serving to ESD 112 for the job positions mentioned under scope of services? If any incumbent exist, then can ESD 112 please specify the name of incumbents and their bill rates?

- a. There is no incumbent providing these services.

21. Is there any preference to hire a local vendor?

- a. While a local vendor is not a 100% requirement and no specific points will be allotted to local vendors, it is expected that the contracted service provider will be available and able to meet with ESD 112 personnel frequently.

22. Are the incumbents eligible to rebid on this contract?

- a. There is no incumbent providing these services.

23. What are the major challenges being faced by the Human Resources Department of ESD 112 to deliver (SELF) services to infants and toddlers?

- a. None. SELF is a non-profit that employs people who work in ESD 112 childcare centers. SELF has many vacancies and it is difficult to find qualified interested applicants.

24. Proposer needs to follow adhere to which guidelines and proposal format to prepare the proposal?

- a. Again, please do not be overly concerned about format as long as the information is organized in a manner that will allow us to easily find the answers and necessary information.