

REQUEST FOR PROPOSAL: Temporary Staffing & Payroll Services  
 QUESTIONS & ANSWERS  
 RFP No. 24-0272

No.	Question	Response
1.	What is the anticipated annual payroll spend on this contract?	<p>CareerSource Tampa Bay administers various programs where the selected vendor may be utilized. The immediate need is for the Paid Work Experience Program of the Tampa Bay Summer Hires program, where eligible participants gain work experience at an Organization’s worksite that has been approved by CareerSource Tampa Bay.</p> <p>344 participants and approximately \$620,000 (wages only) is budgeted for the Tampa Bay Summer Hires paid work experience program.</p>
2.	What is the number of annual payrollees?	see response to Question #1.
3.	What are the pay rates and labor categories of the payrollee population?	<p>CareerSource Tampa Bay administers various programs where the selected vendor may be utilized. The immediate need is for the Paid Work Experience Program of the Tampa Bay Summer Hires program, where eligible participants gain work experience at an Organization’s worksite that has been approved by CareerSource Tampa Bay.</p> <p>The wage rate for eligible participants of the Tampa Bay Summer Hires paid work experience program is \$15 per hour.</p> <p>Participants of the Tampa Bay Summer Hires paid work experience program are traditionally entry level. Accordingly, the skill set would be non-professional. Job titles vary by organization and have included but are not limited to Customer Service Rep, Data Entry Work, Accounting Intern, Receptionist/Administrative Assistant, Janitorial, and Recreation Aid/Assistant.</p>
4.	What are some of the most common job titles for payrollees?	see response to Question #3.
5.	What is the percentage breakdown of payrollees by professional and non-professional skill sets?	see response to Question #3.
6.	<p>Does CareerSource have an EOR payroll provider today?</p> <p>*If yes, why is CareerSource looking for a new provider?            *If no, how is this population managed today? Who handles this from CareerSource?</p>	Services procured under this solicitation have been performed internally/in-house by CareerSource Tampa Bay.
7.	Is there a transition population that needs to be payrolled? Will	No

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	selected supplier be able to transition current contingent workforce as part of the program award? What will be the timeline and process for that?	
8.	Does CareerSource require that we use your own background screening vendor or are you open to the bidder using their own partner?	Use of CareerSource Tampa Bay's background screening vendor is not a requirement.
9.	What is the anticipated go-live date?	The anticipated go-live date will be coordinated with the selected vendor with the understanding that all Tampa Bay Summer Hires paid work experience participants are onboarded and ready to commence paid work experience on 6/17/2024.
10.	What are CareerSource's current payroll payment terms?	see response to Question #6. CareerSource Tampa Bay suggests reviewing the RFP's scope of work.
11.	Is there a tool/VMS (Vendor Management System) in place to distribute requisitions?  *If yes, who is the current VMS provider?	No
12.	What is the anticipated annual staffing spend on this contract?	see response to Question #1.
13.	What is the number of annual contingent workers that CareerSource hires?	see response to Question #1.
14.	What are the most common job titles and payrates for these titles that CareerSource hires?	see response to Question #3.
15.	How many temporary staffing providers do you expect to award this contract to?	CareerSource Tampa Bay reserves the right to engage more than 1 vendor to provide services.
16.	Do you currently have a requisition distribution process? What does that look like?	see response to Question #6. CareerSource Tampa Bay will address the requisition distribution process with the selected vendor.
17.	What does your interview and hiring process look like for these roles? Are they direct start roles or is there a hiring manager interview? How many rounds?	An Organization, approved by CareerSource Tampa Bay, will select the eligible participants who gain work experience at their worksite. There will be a single round of interviews with selection on the same day.
18.	What are your background check requirements for these roles?	Please refer to page 5 of the RFP, Section B – Scope of Work, number 14.
19.	Can you provide a copy of your benefits package?	Click on the below link to CareerSource Tampa Bay's benefits.

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		<a href="#">CareerSource Tampa Bay Benefits Guide</a>
20.	Is it mandatory to do onboarding at CSTB's location?	Please refer to page 5 of the RFP, Section B – Scope of Work, number 13.
21.	In section A.4, is the "12 month fixed fee" standard to your RFP template? Is it a firm requirement? Will a bill rate model based on pay rate with a mark up fee be accepted instead of a fixed fee?	Please refer to page 9 of the RFP, VI. Price Reply for the requirements of the RFP.
22.	For the Level II background check, will the ORI code come from CSTB or will it be unique to each worksite? The company who provides the ORI code would be the ones to receive the results.	CareerSource Tampa Bay will address this requirement with the selected vendor.
23.	In section B.1.14, can we provide CSTB staff with a letter of attestation of the background check results as "documented results"?	CareerSource Tampa Bay will address this requirement with the selected vendor.
24.	In section B.2.1 item C Bonding, will a Crime Policy within our liability insurance suffice in lieu of an Employee Fidelity Bond as described under this requirement?	Yes, if the Crime policy covers the requirements under C. Bonding.
25.	Can you please share the budget/spend for the payroll program for Hillsborough and Pinellas Counties?	see response to Question #1.
26.	Can you please share the average headcount for the average number of interns payrolled for the last 2-3 years?	For the previous 2 program years, head counts have been close to 300 per year for the Tampa Bay Summer Hires paid work experience program.
27.	Can you please share the range of the pay rates for the payroll program?	see response to Question #3.
28.	What has been the spend over the past two years?	For the previous 2 program years, total wages paid are estimated at \$560,000 per year for the Tampa Bay Summer Hires paid work experience program.

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29.	What is the projected spend for the project?	see response to Question #1.
30.	How many interns annually past two years?	see response to Question #26.
31.	Current Vendor and current pricing?	see response to Question #6.
32.	What specifics will the award criteria be based on?	Please refer to page 11 of the RFP, Section E – Evaluation Criteria
33.	Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.	see response to Question #6.
34.	Can you please let us know the previous spending of this contract?	see response to Question #6.
35.	Please confirm if we can get the proposals or pricing of the incumbent(s).	see response to Question #6.
36.	Are there any pain points or issues with the current vendor(s)?	see response to Question #6.
37.	Please confirm the anticipated number of awards.	see response to Question #15.
38.	Will CSTB be covering cost of Background Screenings?	Please refer to page 9 of the RFP, VI. Price Reply.
39.	What is the length of assignment prior to conversion?	The Tampa Bay Summer Hires paid work experience program is for Temp positions.
40.	Expected annual expenditure per location per year?	see response to Question #1.
41.	Job descriptions with pay?	see response to Question #3.
42.	All locations to be serviced?	The multiple locations of Organizations approved by CareerSource Tampa Bay will be in Hillsborough County. CareerSource Tampa Bay will provide the specific locations to the selected vendor.
43.	Is this RFP to help source and place internal positions within CareerSource or to assist with payrolling for the internship program, or both?	see response to Question #1.
44.	Do internal positions within Career Source require a Level II background check?	see response to Question #18.
45.	Can you provide a job description and pay rate ranges for the paid internship positions?	see response to Question #3.