

QUESTION AND ANSWER DOCUMENT FOR TEMPORARY STAFFING
RFP 201105094
DIRIGO HEALTH AGENCY
June 21, 2011

QUESTION #1:

Who are the current providers of temporary staffing services for DHA?
Who is the incumbent vendor?

ANSWER:

Maine Business Services DBA Manpower.

QUESTION #2:

How many vendors will you select?
Will DHA be making multiple awards under this RFP?

ANSWER:

One vendor will be selected

QUESTIONS #3:

Are there enough predetermined staff to fill all eight positions?
Do you have people in these positions and what is their pay rates?
Current rates under current supplier contract?
What are their current pay/bill rates and/or markup percentages?

ANSWER:

All of the positions are filled at this time.
Public Relations Benefit Specialist: \$14.98 plus \$2.33
Information System Technician: \$\$60.00 plus \$9.42

QUESTION #4:

Can we schedule a call?

ANSWER:

The RFP document itself and this Q&A will be the means of communication for the temporary staff services.

QUESTION #5:

Page 3 of SOW, "the contractor will be responsible for all absences of their assigned personnel" what does that mean?

ANSWER:

Depending on timing of the vacation days off and unscheduled time off, the back filling of the positions by the temp agency would be mutually agreed upon.

QUESTION #6:

Can you provide a copy of the existing contract for review?

ANSWER:

See the contract documents attached.

QUESTION #8:

Will you be providing more detailed job descriptions for review?

ANSWER:

The job descriptions are as described in the RFP #201105094

QUESTION #9:

What is the anticipated yearly spend for this contract?

What is the budget for the project?

ANSWER:

The hourly rate, plus mark up times the number of hours worked by the associated staff.

QUESTION #10:

What was the 2009 and 2010 spend for Temporary Services?

ANSWER:

Refer to the contract documents in #6 above.

QUESTION #11:

How many temporary employees were employed in 2010?

ANSWER:

The need for staffing for the upcoming timeframe is not indicative of the needs in calendar year 2010.

The previous RFP included positions no longer needed at DHA.