NOTICE

ADDENDUM 1

FLORIDA VIRTUAL SCHOOL

September 27, 2018

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Bid Due Date and Time: To be received, 2:00 PM EST, October 11,2018, at Florida Virtual School Procurement Services Department, 2145 Metrocenter Blvd Orlando, FL 32835.

RFP01-1901293B01-TEMPST-XXXXXX

In response to inquiries submitted for the above referenced solicitation, FLVS is providing the following responses. The responses shall become part of the solicitation.

1.

Q	Who is/are the current vendor/s?
A	**Knowledge Services**

2.

Q	Will this be an exclusive or non-exclusive contract?
A	**That has yet to be determined.**

3.

Q	Will the contract be temporary staffing, direct hire/permanent recruitment or a combination of both?
A	**It's the potential for being both, but not guarantee**

4.

Q	What are the bill and pay rates under the current contract?
A	**See the response to question 17**

5.

Q	What is the annual budget over the term of the new contract?
A	**$65,000.00 to $70,000.00**

6.

Q	How much was spent on temporary staffing services in 2016, 2017 and 2018 YTD (for the services requested under this RFP)?
A	**Approximately 65,000.00 to $70,000.00**

7.

Q	How many temporary employees are currently utilized?
A	**6**

8.

Q	How many temporary employees will work per category?
A	**3-4**

9.

Q	What is the estimated need of hours per week for temp staff?
A	**40**

10.

Q	How many vacancies currently exist for permanent employees (if contract involves direct hire/perm recruitment)?
A	**0**

11.

Q	Will this contract require the payrolling of current employees?
A	**No**

12.

Q	Are there any subcontracting goals/requirements for this contract?
A	**No**

13.

Q	Are vendors required to have a local office or will out-of-state vendors be considered?
A	**No, it's not required.**

14.

Q	Is a Florida business registration required?
A	**Yes.**

15.

Q	How many contract awards does the Florida Virtual School (FLVS) anticipating making?
A	**FLVS is unable to determine a contract award until the evaluation committee has made recommendation for award, no specific number is anticipated.**

16.

Q	Who is the incumbent(s) for these services and for how long have they served the FLVS in this capacity?
A	**Knowledge Services since July 1, 2015**

17.

Q	What are the FLVS' current hourly rates charged for each of the positions needed in this contract?
A	**FLVS currently piggyback the State of Florida DMS Contract, rates can be found at the following link below: https://www.dms.myflorida.com/content/download/109920/616377/file/Knowledge%20Services%20Rate%20Card.pdf**

18.

Q	What specific drug screens and/or background checks are required by the FLVS?
A	**Refer to section: 8.0 of the RFP Page 28**

19.

Q	Will Proposers be allowed to pass through the costs for background checks and drug screens (at no additional markup) to FLVS?
A	**No**

20.

Q	Would the FLVS prefer Affordable Care Act (ACA) cost charges as a separate line item on the invoices, or instead incorporated directly into each Proposer's hourly rates?
A	**Hourly rates must be all inclusive.**

21.

Q	Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to the FLVS?
A	**FLVS reserves the right of consideration for all revisions and modifcations and its sole discretion and in its own best interest.**

22.

Q	Page 28-FDLE Level II background. – Do you anticipate any positions or conditions that will need to meet FDLEII background?
A	**All respondents must agree to meet the required background check as needed.**

23.

Q	All positions appear virtual .is that correct, (Para Support)
A	**No, virtual or office based is determined by the manager and posted with the job.**

24.

Q	Do you currently outsource these positions?
A	**It varies based upon the immediate need of the organization.**

25.

Q	How much do you spend on outsourcing each year?
A	**Approx. $70k**

26.

Q	How many hours will the positions work each day?
A	**8**

27.

Q	How many days will each position work in a year?
A	**Varies depending on position and need.**

28.

Q	What are your current pay rates for each position and do you wish to maintain the existing pay rates?
A	**See question number 17**

29.

Q	What training do you require?
A	**Candidates must have basic computer skills to work in in a virtual environment. FLVS will provide training specific to the position**

30.

Q	What other qualifications are required for workers?
A	**See section: 8.0 Scope of Services of the RFP Pages 30 through 37**

31.

Q	Can you please share the job descriptions?
A	**See section: 8.0 Scope of Services of the RFP Pages 30 through 37**

32.

Q	What problems or results are FLVS trying to address with this RFP?
A	**To address ocassional staffing gaps on an as needed basis**

33.

Q	What are the business drivers that are driving the review of suppliers? In what priority?
A	**In accordance to Flordia Statue all state entities are required to fairly bid for goods and services that are in the best interest of the organization.**

34.

Q	How does FLVS define the problem or goal? How does FLVS measure success? i.e., X amount of dollars saved through discount vehicles, smaller supplier pool, vendor performance, etc.
A	**For temporary staffing needs the problem is defined by the work or project needs that exceed permenant staffing capabilities. Success measures include but are not limited to time to fill position, quality of candidates received, bill rates that exceed or meet the budget**

35.

Q	What is the ideal role FLVS is looking for suppliers to play in supporting your overall business objectives?
A	**To provide highly qualified candidates in a quick recruiting life cycle to fill an open temporary vacancy.**

36.

Q	In the RFP, Page 9, 3.1 refers to a public records attachment 8 versus we only have up to attachment 6, could you please provide attachment 8.
A	**Attachment 8 is Appendix H Public Records Act/Chapter 119 Requirements Page 51 of 80**

37.

Q	As this RFP states only 16 (mostly Administrative) positions, will there be an additional RFP for IT/Technical roles as well?
A	**Not at this time.**

38.

Q	Can we bid on individual positions and not all of these?
A	**This procurement is all are none.**