

## Addendum #1

**Issue Date:** 05.20.2021

**Project:** Temporary Employees

This addendum provides the following Offeror Questions and Answers:

- 1. Item 3.0, page 5, Rates shall be firm for the term of the contract 07/01/2021-06/30/2024 to include any renewable periods (07/01/2024-06/30/2026). Since the minimum wage is going up and may be \$15.00 in 2026, how should we show the possibility of the increase in our rates since this states that rates shall be firm for the term of the contract?**

If offerors are unable to maintain rates for the entire term, firms may propose increases on renewal periods (07/01/2024 – 06/30/2026).

- 2. Item 3.0, page 6, Drug testing may be required before a position will be filled. Historically, all candidates had to be drug tested so has that changed?**

We do not currently require temps (who work for an agency) for testing since they are not an EVMS employee. However, if they ultimately accept a position with us, they would get one as part of the on-boarding (new hire) process.

- 3. There are no mentions of the occupational health screenings that have been a requirement in the past. Clerical positions required drug screen, PPD and flu shot if in season. Clinical positions required drug screen, PPD, flu shot if in season, MMR vaccines or titers, Varicella history form signed or Varicella titers or vaccines, and HepB acknowledgement form signed or HepB vaccine records. Are these still a requirement and included in our price?**

These are determined by the hiring department and hiring agency based on the particular job. OH doesn't screen temporary employees for hire.

- 4. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.**

No, solicitation is to establish rate agreements for temporary staffing requirements, as needed.

- 5. Can you please let us know the previous spending of this contract?**

Total estimated annual spend on temporary staffing campus-wide is approximately \$1,900,000.00.

- 6. Please confirm if we can get the proposals or pricing of the incumbent(s).**

No, EVMS does not disclose contract or pricing information.

- 7. Are there any pain points or issues with the current vendor(s)?**

No.

- 8. Please confirm the anticipated number of awards?**

Per RFP Section 12.0-B, EVMS may make single award, multiple awards, or no award.

**9. Are there specific authorizing agency requirements for SWaM? Is SWAM certification required?**

In Virginia, the Department of Small Business and Supplier Diversity <https://www.sbsd.virginia.gov/> certifies disadvantaged businesses. We also refer to the federal Small Business Administration for verifying Small Business status. SWaM Certification claims will be verified.

**10. Can we bid on Admin category only?**

Yes. If Offeror declines to provide a rate for a specific position please mark as "N/A" for ease of reference.

**11. Page 6, 3rd bullet refers to "local office". Is a local vendor preferred?**

A supplier with a local branch office is desired, but not required. Ability to meet staffing needs per the requirements of the RFP is critical.

**12. What is average duration of assignments?**

Per RFP Section 3.0 - There is no guarantee to the amount of hours or employees EVMS may use during the full term of the contract. Any temporary employees that are to be utilized by EVMS are at the discretion and needs of each department.

**13. What is the longest an assignment would last?**

Refer to Question 12.

**14. What is annual historical number of hours for each title for past 3 years?**

Total estimated annual spend on temporary staffing campus-wide is approximately \$1,900,000.00.

**15. Are positions part time or full time?**

Depending on the needs of the department, can be part time or full time.

**16. What is current challenge with incumbent(s)?**

Refer to Question 7.

**17. How many openings do you typically see yearly within education and patient care?**

Refer to Question 12.

**18. Will positions be subject to 30-day conversion term? Can an existing conversion period of 90 business days be honored for this opportunity?**

Per RFP Section 3.0 – "Temporary employees may be hired to work at EVMS after 30 calendar days without any fee." However, firm may include alternate conversion term as footnote to rate sheet.

**19. Who will be reviewing these RFPs and evaluating the potential suppliers?**

EVMS Department of Materials Management.

**20. What is most important to EVMS when choosing a preferred supplier?**

This is at the discretion of each EVMS department. Requirements are outlined in Section 3.0 of the RFP.

**21. If not awarded, are we able to still do business with EVMS but just not considered to be a preferred vendor?**

Solicitation is to establish rate agreements for temporary staffing requirements, as needed. EVMS departments may still choose to do business with firms that do not have a rate agreement in place.

**22. Is EVMS now or in the future looking for any on-site vendor representation (vendor on premise)?**

No.

**23. How many total hires were made through agencies for 2019-2020?**

Total estimated annual spend on temporary staffing campus wide is approximately \$1,900,000.00.

**24. What is historical spend for previous years?**

Refer to Question 5.

**25. What is the breakdown of spend per skill set?**

Unknown. Refer to Question 5.

**26. What is the anticipated spend for 2021 and 2022?**

Refer to Question 12.

**27. How many agency positions does EVMS anticipate in 2020 and 2021?**

Refer to Question 12.

**28. How many vendors does EVMS currently partner with? Are you looking to increase or decrease the vendor number?**

EVMS has rate agreements with multiple temporary staffing firms. Refer to RFP Section 3.0 for statement of needs/scope of work.

**29. Will selected vendor be transitioning employees? If so, how many?**

Refer to RFP Section 3.0 for statement of needs/scope of work.

**30. How will you distribute requisitions?**

Refer to Question 12.

**31. Will agencies be providing contractors to perform work on-site, remote, or both? If remote, please elaborate on the responsibility of the agencies.**

Work may include remote work, subject to departmental requirements.