

**HESAA 2020 Temporary Employment Services RFPs**  
**Potential Vendor's Questions & HESAA's Answers**  
**March 17, 2020**

**Below are the responses to questions received which were relevant to the present procurement:**

1. What is the yearly temporary spend for each contract?

*In Fiscal Year 2019 (July 1, 2018 through June 30, 2019) HESAA spent the approximate amounts shown below for each of the Temporary Employee Services Categories:*

<i>Administrative, Office &amp; Clerical</i>	<i>\$1,045,333</i>
<i>Finance</i>	<i>\$686,350</i>
<i>Information Technology</i>	<i>\$2,497,333</i>

2. How many vendors are currently providing these services?

*Three vendors were awarded contracts pursuant to each separate RFP. Currently, the temporary employees working at HESAA were placed by five separate vendors.*

3. Is it correct that only three awards will be made for these services?

*Three awards will be made pursuant to the RFP for Temporary Employment Services for Administrative, Office and Clerical positions; three awards will be made pursuant to the RFP for Temporary Employment Services for Finance positions; and three awards will be made pursuant to the RFP for Temporary Employment Services for Information Technology positions.*

4. Who are the current vendor(s) providing these services and what are their rates?

*The vendors selected for the current contracts, along with the rates that they submitted, can be found on HESAA's website at:*

*<https://www.hesaa.org/BoardMeetingMinutes/04.19.16%20Minutes.PDF>, pages 74-117.*

5. Is there any incumbent for this contract or is this for a new contract? If yes, can you please let us know the name of incumbent, their hourly rate and historical spend?

*Please see the response to question #4 above.*

6. Is budget allocated for this contract? If yes, can you please let us know the same?

*The fiscal year 2020 projected budget for all three Temporary Employment Services contract is \$4.4 million. The fiscal year 2021 projected budget will be determined at HESAA's July 2020 Board meeting.*

7. Is it mandatory to provide a copy of license from State of New Jersey, Division of Consumer affairs at the time of proposal submission? Can we provide the license once we receive the award notification?

*As stated in section 5.4 A. of the RFP, "To facilitate proposal evaluation and contract award process, the bidder shall submit the Business Registration form with the proposal. If not already registered with the New Jersey Division of Revenue, registration can be completed online at the Division of Revenue website: <https://nj.gov/treasury/revenue/gettingregistered.shtml>." If a vendor is in the process of obtaining their license, they can submit proof that they submitted their registration.*

8. What particular consideration will be given to firms with a presence in New Jersey and for Minority and Women owned firms?

*A bidder's presence in New Jersey and the fact that it is a minority or women owned firm is considered as part of the evaluation criteria looking at the experience of the firm.*

9. We are MBE certified from Empire State Development, NY. Will we receive any particular considerations in accordance to the Section 8.1 of the RFP?

*Please see the response to question #8 above.*

10. Is there any weightage assigned to the evaluation criteria specified in the RFP document? If yes, can you please provide us with the same?

*The HESAA evaluation committee assigns a weight to the evaluation criteria specified in the RFP. While the weights are assigned prior to the committee reviewing the proposals, it has not yet been determined. The weights used for the current contracts can be found on HESAA's website at: <https://www.hesaa.org/BoardMeetingMinutes/04.19.16%20Minutes.PDF>, pages 74-117.*

11. Will all employees be assigned to Trenton or are there other locations included in both bids?

*All employees will be assigned to Trenton.*

12. If there are additional locations, will you provide the locations?

*All of HESAA's facilities are in Buildings 1, 2 and 4 Quakerbridge Plaza.*

13. Can you break down the spend by location?

*Please see the response to question #12 above.*

14. How many temporary associates do you consistently have on assignment for the clerical and administrative support roles?

*There are currently approximately 21 temporary associates on assignment for the clerical and administrative support roles.*

15. How many temporary associates do you consistently have on assignment for the financial roles?

*There are currently approximately 23 temporary associates on assignment for the financial roles.*

16. Will all the positions be at the 4 Quakerbridge Plaza site in Trenton? If not, what other sites utilize temporary staffing?

*Please see the response to question #12 above.*

17. What type of criminal history background check is necessary?

*The background check should include information in the following categories: past employment history; education - degree, accreditations and certifications; criminal records; and references – reputation and character.*

18. What percentage of temporary personnel need to be fingerprinted prior to placement?

*HESAA does not currently require fingerprinting prior to placement.*

19. Do you have any drug testing requirements, and if so, do you administer 5 or 10 panel tests? Who absorbs the cost?

*HESAA does not currently have a drug testing requirement.*

20. Would you please forward a copy of your Privacy Policy as outlined on page 12.

*HESAA's Privacy Policy is posted on the website at:  
<https://www.hesaa.org/Documents/PrivacyNotice.pdf>*

21. What type of consideration is given to firms with a presence in New Jersey and minority /woman owned firms?

*Please see the answer to question #8 above.*

22. How many vendors are engaged in your temporary program today?

*Please see the answer to question #2 above.*

23. How often do you hire a temporary staffing associate as a permanent hire?

*HESAA rarely hires temporary staffing associates as a permanent hire. HESAA follows the Civil Service process for permanent hires.*

24. What was your spend on temporary positions in 2019 for administrative, office and clerical? For Finance? For IT?

*Please see the answer to question #1 above.*

25. Will you be transitioning current temporary employees if new vendors are chosen?

*Pursuant to section 7.1 of the RFP HESAA reserves the right to retain temporary employees assigned to the Authority prior to June 1, 2020 in their current positions through the contractors for which they are employed, regardless of whether the contractor is awarded a new contract through this RFP.*

26. What are your challenges today?

*The challenge with any contract for provision of temporary employees is ensuring that there are qualified candidates for a needed position.*

27. Why are you going out to bid at this time?

*HESAA is going out to bid at this time because our current contracts are set to expire.*

28. Can you break-out your spend on temporary labor by position or position type?

*Please see the response to question #1 above.*

29. What is your payment method?

*Our payment method is via check or ACH depending on how the vendors set themselves up in NJSTART.*

30. Is there any incumbent on this contract? Please share their details.

*Please see the response to question #4 above.*

31. What was the last spent for last contract?

*Please see the response to question #1 above.*

32. What is anticipated budget for this contract?

*Please see the response to question #6 above.*

33. What is anticipated award date for this contract?

*It is anticipated that the HESAA Board will approve selected vendors at their April 22, 2020 meeting.*

34. We are currently not licensed from the State of New Jersey, Division of Consumer Affairs, Private Employment Agency. Is it mandatory to obtain the license prior to RFP opening date?

*Please see the response to question #7 above.*

35. Can we share the proof of application (for license from the State of New Jersey, Division of Consumer Affairs, Private Employment Agency) in the response document?

*Please see the response to question #7 above.*

36. How to obtain the license from the State of New Jersey, Division of Consumer Affairs, Private Employment Agency? It would be great if you can share link with us.

*The New Jersey Division of Consumer Affairs provides information at:  
<https://www.nj.gov/state/bac/assets/pdf/quick-start/employment-agency-2019-09-R1.pdf>*

37. What is the anticipated budget for this contract?

*Please see the response to question #6 above.*

38. Question: What is the previous spent on this contract?

*Please see the response to question #1 above.*

39. Question: Is this a new contract or an incumbent exists?

*Please see the response to question #4 above.*

40. Question: If incumbent exists, could you please provide Incumbent details?

*Please see the response to question #4 above.*

41. Question: What is the number of expected Task Assignment per year?

*The number of assignments vary annually. In Fiscal Year 2019 there were approximately 20 new assignments.*

42. Is NJ's Paid Sick Leave a billable line item, as it's a requirement in the state, or does that need to be included in our bill rate?

*Pursuant to the Section 5.3 of the RFP, contractors must submit their all-inclusive hourly rates, therefore sick leave should be paid to the employee by the contractor and should be included in the all-inclusive hourly rate.*

43. The RFP requires a copy of our NJ Business Registration (pg. 6) and a license as a Private Employment Agency (pg. 3). Would a copy of our 'State of NJ - Department of Treasury - Certificate of Authority' satisfy both of these?

*The State of NJ-Department of Treasury- Certificate of Authority does not meet the requirements to submit the New Jersey Business Registration and license as a Private Employment Agency.*

44. If we wish to propose using a subcontractor, would providing the Subcontractor Utilization Plan form and the entity's Business Registration Certification be sufficient? Does HESAA require additional documentation at this time regarding proposed subcontractors?

*HESAA does not require additional documentation for proposed subcontractors at this time.*

45. Please confirm if this list covers all the forms we are required to submit with the proposal:
- a. Disclosure of Investment Activities in Iran
  - b. Disclosure of Investigations and Other Actions Involving Bidder
  - c. Offer and Acceptance Form
  - d. Ownership Disclosure
  - e. Two-Year Ch. 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions
  - f. Chapter 271 Vendor Certification and Political Contribution Disclosure Form
  - g. MacBride Principles Form
  - h. Affirmative Action Employee Information Report, AA302
  - i. Certificate of Insurance
  - j. ELEC Disclosure Statement (if applicable) The RFP requires a copy of our NJ Business Registration (pg. 6) and a license as a Private Employment Agency (pg. 3). Would a copy of our 'State of NJ - Department of Treasury - Certificate of Authority' satisfy both of these?

*Of the forms listed above, bidders are **not** required to submit the Offer and Acceptance Form. With regards to letter j, please see the response to question #43 above.*

46. Section 4.0: Will the state provide a listing of applications, COTS or otherwise, that currently used and subject to this solicitation?

*The state will provide a list of applications, COTS or otherwise, when subject matter expertise is required for the position requested.*

47. Section 4.1: Does the state require all resources to be onsite when providing services or is remote work acceptable?

*HESAA requires all temporary workers to be working onsite. There may be some extraordinary circumstances in which remote work is acceptable.*

48. Section 4.1: If the work is onsite, what are the locations of the various facilities?

*Please see the response to question #12 above.*

49. Section 5.3: May vendor submit rates only for those roles for which we have a specific expertise or does the state expect rates for all roles defined in the Job Descriptions document?

*The intent is to award contracts to vendors who can provide temporary workers for all defined roles in each contract. If vendors submit rates only for those roles for which they have a specific expertise, it will be taken into consideration in evaluating their proposal.*

50. If applicable, who is the incumbent for these services and for how long have they served the New Jersey Higher Education Student Assistance Authority (HESAA) in this capacity?

*Please see the response to question #4 for the list of incumbents.*

51. What are the HESAA's current rates for the positions listed in the solicitation?

*Please see the response to question #4 above.*

52. What is the HESAA's historical usage and yearly spend for this contract during the past three (3) years?

*Please see the responses to questions #1 and #41 above*

53. What is the anticipated annual and total spend for this contract?

*Please see the response to question #6 above.*

54. How many awards does the HESAA anticipate making?

*Pursuant to Section 1.1 of the RFPs, HESAA anticipates making three awards for each RFP, a primary, secondary and tertiary contract for each RFP.*

55. When does the HESAA anticipate completing its evaluation and notifying respondents of its recommended awardee(s)?

*It is anticipated that the HESAA Board will approve selected vendors at their April 22, 2020 meeting. Respondents are notified approximately 10 days after the Board meeting, once the Governor's veto period had ended.*

56. Are respondents required to bid on all positions in order to be deemed responsive?

*Please see the response to question #49 above.*

57. What specific background checks and/or drug screens are required of the temporary staff?

*Please see the responses to questions #17 through #19 above.*

58. To ensure FCRA compliance, it is our company's policy to provide clients with an attestation of completion of background check pursuant to client's requirements, but not the actual results. Will the HESAA accept letters of attestation in lieu of actual background check results?

*Yes, if the background is completed satisfactorily that is sufficient. If it is not satisfactory, HESAA would still consider the candidate and review any findings to make a decision if it affects the ability to place the person at HESAA if the agency requests.*

59. Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to the HESAA?

*Pursuant to section 5.3 of the RFP, the cost for background checks and drug screens, if requested, shall be included in the all-inclusive hourly rate respondents submit.*

60. With respect to Affordable Care Act (ACA) costs, would the HESAA prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates? Please clarify.

*Pursuant to section 5.3 of the RFP, ACA costs shall be included in the all-inclusive hourly rate respondents submit.*

61. If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?

*Yes, if new government-mandated costs or expenses are enacted during the contract term, the selected contractors will be allowed to request reasonable rate increases to cover these higher rates.*

62. Are vendors required to submit the Affirmative Action Employee Information Report, AA302 with their proposals?

*Yes, bidders are required to submit the Affirmative Action Employee Information Report, AA302 with their proposals.*

63. Are vendors required to submit Chapter 51 and Chapter 271 forms with their proposals?

*Yes, bidders are required to submit Chapter 51 and Chapter 271 forms with their proposals.*