



Request for Qualifications Title: On-Call Temporary Personnel Services  
Solicitation Number: RFQ #19-03  
Addendum Number: 01  
Issue Date of this Addendum: November 8, 2019  
Solicitation Coordinator: Breanna Rodriquez, Senior Project/Program Specialist  
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Date Proposals are Due: **November 15, 2019 at 2:00 pm (revised)**

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### **1.0 PURPOSE OF THIS ADDENDUM**

Prosper Portland is issuing this Addendum to the Request for Qualifications named-above (the "RFQ") to respond to questions Prosper Portland.

### **2.0 REVISED PROPOSAL DUE DATE**

The revised Proposal Due Date and Time is: **Friday, November 15, 2019 at 2:00 p.m. (Pacific).**

### **3.0 CLARIFICATION OF THE RFQ**

The following questions were asked by potential respondents to the RFQ. Prosper Portland's answers are in **bold blue**.

1. Can you confirm if this is a new procurement and/or who the incumbent(s) and their previous pricing?

**Prosper Portland Response: Prosper Portland last procured temporary services via an RFQ in 2015. The following firms were selected for contract award:**

- **The Remedy Group**
- **Premier Staffing**
- **Boly:Welch**
- **NW Staffing Resources**
- **VTech Solution, Inc.**
- **Staffing Solutions LLC**
- **Galt Foundation**
- **22<sup>nd</sup> Century Technologies, Inc.**
- **Apple-One Employment Services**

Those contracts expired in September 2018 and were not subsequently rebid as Prosper Portland reconsidered its needs for temporary staff placement. Since the need for temporary staff to back-fill positions or assist with short-term projects continues, Prosper Portland elected to resolicit for these services.

In general, mark-up rates applied to temporary employees' base pay ranged between 32% and 46%.

2. Can you share the historical usage?

**Prosper Portland Response: Prosper Portland's spending on temporary services between October 2015 and September 2018 was approximately \$230,000 over a total of nine (9) temporary placements.**

3. Do you have a sense of the value of this contract for 2020 and forward?

**Prosper Portland Response: The initial value of each awarded contract will be \$75,000; however, it is difficult to gauge anticipated usage.**

4. Are you seeking the professional level of project coordination and management that would be provided by a project management firm? Or are you seeking an administrative specialist that can provide basic project coordination and management support offered to a trained project manager?

**Prosper Portland Response: We are requesting lower-level, administrative work rather than the level of a project manager.**

5. Are out of state businesses eligible to bid and/or is there is a preference to local staffing agencies?

**Prosper Portland Response: There are no geographic restrictions or preferences associated with this RFQ.**

### **3.0 TERMS OF THIS ADDENDUM**

This Addendum constitutes an integral part of the RFQ and is to be read in conjunction with the RF!. Unless specifically changed by this Addendum, all other requirements and terms of the RF! remain unchanged. Capitalized terms used in this Addendum without definition have the same meaning ascribed to those terms in the RF!. It is the responsibility of all Proposers to conform to this Addendum and modify their proposals accordingly.

**END OF THIS ADDENDUM**