

Temporary Staffing Services – PY 2018/19
 Offerors' Conference, Held on September 7, 2018 - Q&A
 Posted on Website 9-12-18

Question		Answer
1	There is reference to Form F-1 on Required Documentation Description, Attachment 1, page 4 of 4. Where is this document?	This was an error. There is no Form F-1 in this RFP.
2	Please clarify Attachment 5, Affidavit of Members and Managers of Florida Limited Liability Company.	For detailed explanation refer to Required Documentation Description, Attachment 1. Respondents are required to submit either the Corporate/Board Resolution form (see Sample provided in RFP), or Affidavit of Members and Managers of Florida Limited Liability Company form, or Affidavit of Members and Managers of Non-Florida Limited Liability form.
3	Is it a requirement to submit certified copies in response to the Due Diligence Requirement noted under section B, Legal Status?	No. It is not a requirement to submit certified copies for any of the items identified in the Due Diligence Requirements under item B, Legal Status.
4	Do we need to provide everything listed on Page 11 of the RFP, under Proposal Format & Submission?	Respondents must satisfy all requirements under this RFP in order to be considered.
5	Do you have a preference for a Florida Corporation?	No preference is given. Respondent must be licensed to do business in Florida and have a local office.
6	What are the payment provisions?	The SFWIB shall pay all invoices within thirty (30) calendar days of receipt of the invoice with supporting documentation.
7	Are vendors required to be on-site?	Yes. Regular on-site visits required.
8	Will the vendor be required to have a representative on-site at all times?	No
9	Do you have current challenges?	No
10	At the time of transition, will there be a change in pay rate? Will they be grandfathered in?	No. There will be no changes in the pay rates at the time of transition. The SFWIB does reserve the right to make such pay adjustments based on funding availability.

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11	What vendor is servicing each center, what is the current break-down of employees per center and payroll costs?	Kelly Services is providing the service for each of the centers/locations listed below. Table provides additional information.
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	Carol City	Opa Locka	Miami Beach	N. Mia Beach	Northside	Key West	Key Largo	South Miami	total
Business Consultant	0	0	0	0	1	0	0	Center closed	1
Business Services	0	0	0	0	0	0	0		0
Career Advisor	3	0	1	2	3	0	0		9
Center Supervisor		0	0	0	0	0	0		0
Clerk/Telephone	0	0	0	0	0	0	0		0
Customer Service Representative	0	0	0	0	0	0	0		0
Cust Service Rep I	0	0	0	0	1	0	0		1
Employer Specialist	1	0	1	0	0	0	1		3
Job Plcmt Specialist	2	0	0	0	0	0	0		2
Lead Career Advisor	0	0	0	3	3	0	1		7
Outreach Specialist	0	0	0	0	0	0	0		0
Placement Specialist	2	1	1	0	1	1	0		6
Program Specialist	2	2	1	0	1	2	3		11
Program Specialist I	1	0	0	0	1	0	0		2
Program Specialist II	0	0	0	1	0	0	0		1
Workforce Center Manager	1	0	1	1	1	1	0		5
Workforce Center Supervisor	0	0	0	0	0	0	1		1
Workshop Facilitator	1	0	0	0	0	0	0		1
totals	13	3	5	7	12	4	6		50
estimated payroll costs: 7/1/18 - 8/31/18	\$101,908	\$21,414	\$47,116	\$65,264	\$106,958	\$34,212	\$48,645		\$425,517

	CSSF Corporate office
Computer Tech	1
Sr Executive Sec	1
Neg Specialist	4
total	6
estimated payroll costs: 7/1/18 - 8/31/18	\$42,300

CSSF Corporate office information not included in Q/A posted on 9/4/18