



**SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873**

REQUEST FOR PROPOSAL 6022

AMENDMENT #1

TITLE: TEMPORARY LABOR SERVICES
DATE: November 15, 2024
BUYER: Holly Craiglow, Buyer
EMAIL: hcraiglow@semo.edu
PHONE: (573) 651-2021

**For USPS/FedEx/UPS, etc.
 Proposals must be mailed to:
 Purchasing Department
 Southeast Missouri State University
 One University Plaza, Mail Stop 3280
 Cape Girardeau, MO 63701**

**OR delivered by offeror to:
 Purchasing Department
 Academic Hall Room 200F
 Normal Avenue
 Cape Girardeau, MO 63701**

PROPOSAL MUST BE RECEIVED NO LATER THAN:

DATE: December 03, 2024
TIME: 3:30 P.M.

DELIVERY INSTRUCTIONS

The notice of award is made subject to availability and appropriation of funds as specified in the Request for Proposal, and the selection of the offeror is made in accordance with all applicable public procurement laws.

MUST BE SIGNED TO BE VALID

The offeror hereby agrees to furnish items and/or services, at the firm, fixed prices quoted, pursuant to all requirements and specifications contained herein, upon either the receipt of an authorized purchase order from the Purchasing Department or when this document is countersigned by the Purchasing Department as a binding contract, and further agrees that the language of this document shall govern in the event of a conflict with his or her proposal.

AUTHORIZED SIGNATURE		PRINTED NAME/TITLE	
COMPANY NAME			CURRENT DATE
MAILING ADDRESS			TELEPHONE NUMBER/EXT.
CITY		STATE	ZIP CODE
CONTACT PERSON	CONTACT PERSON EMAIL ADDRESS		FACSIMILE NUMBER
DELIVERY DATE: _____ DAYS ARO, FOB DESTINATION		PROMPT PAYMENT TERMS: _____% _____ DAYS NET _____ DAYS	
NOTICE OF AWARD (SOUTHEAST MISSOURI STATE UNIVERSITY USE ONLY)			
AUTHORIZED SIGNATURE FOR SOUTHEAST MISSOURI STATE UNIVERSITY			DATE

**SOUTHEAST MISSOURI STATE UNIVERSITY
TEMPORARY LABOR SERVICES
REQUEST FOR PROPOSAL 6022
AMENDMENT#1**

A. The offeror is hereby notified that Request for Proposal 6022 is clarified as follows:

1. Is this a new contract or renewal of an existing contract?
 - a. **This is a solicitation to establish a new contact. Our current temporary labor services contract expires in December 2024.**
2. Is the contract for a specific project?
 - a. **No, this solicitation is to fulfill the University's temporary labor service needs.**
3. Is there an estimated historical and/or annual spend for need of services?
 - a. **The University does not have an estimated need for services. Total approximate spend on the current contract by fiscal year is as follows:
FY23 - \$9,700
FY24 - \$11,600
FY25 - \$1,600 (to date)**

4. Who is the current supplier?
 - a. **Our current contract is with Express Services.**

5. Please share the current provider's pricing.

Mark-Up Rate: Please provide a firm, fixed mark up rate for each classification listed below.

60 Firm, fixed markup rate for General Laborer
60 Firm, fixed markup rate for Stagehands
50 Firm, fixed markup rate for Clerical

6. When was the current contract started and how much monetary value has been spent since inception?
 - a. **The current contract started January 1, 2019. Since inception, the University has spent approximately \$44,000.**
7. How many positions served in previous years under this contract?
 - a. **The number of positions is variable depending on the University's needs.**
8. How many positions are expected to be fill under this contract?
 - a. **This is variable by the needs of the University.**
9. Does the university have a specific list of positions, or does a list of all possible positions needed to be submitted?
 - a. **There is no specific list of positions as the entire University uses the temporary labor service contract for various tasks. All information will be considered if a vendor wishes to submit a list of possible positions offered.**

10. Does the University have any details on the type of roles being requested for RFP 6022?
- a. The contract is based on the current needs of the various departments of the University. Although there are no specific types of roles being requested, recent usage of the contract has been for custodial and general laborer roles.**
11. Is there an estimated budget allocated for this contract?
- a. There is no estimated budget for this contract as RFP 6022.**
12. Are there any specific challenges or issues currently being faced with the existing vendors?
- a. No challenges have been reported.**
13. Is there any preference or priority given to local vendors for this contract?
- a. The University is seeking that a vendor can provide temporary personnel any time of the day, any day of the week, and at the place designated by the University.**
14. Please share the minimum estimated hours for all job positions.
- a. There is no minimum number of service hours.**
15. How many vendors will be awarded under this contract?
- a. The University may award one or more contracts.**
16. Are there any subcontracting goals? Is it mandatory to subcontract?
- a. There are no subcontracting goals. It is not mandatory to subcontract.**
17. What could be the lead time to submit resumes?
- a. Resumes are not required unless requested by the University.**
18. Can our company propose IT staffing?
- a. The University will review all submitted proposals and consider them against the needs of the University.**
19. To be considered responsive for this solicitation, is it mandatory to bid on all positions (laborer, maintenance worker, clerical worker, etc.?)
- a. It is not mandatory to submit pricing for all positions; however, the University will be looking for pricing for at least the 3 positions listed on the pricing page, page 10.**
20. Will the University accept commercial references?
- a. Yes, the University will accept commercial references.**

B. All other terms and conditions of Request for Proposal 6022 remain the same. If you have any questions regarding this information, please contact Holly Craiglow at hcraiglow@semo.edu.

To acknowledge receipt of this amendment, the offeror should complete, sign, and return with the proposal response.