



**SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873**

**REQUEST FOR PROPOSAL 5921
AMENDMENT 1**

TITLE: TEMPORARY LABOR SERVICES
DATE: OCTOBER 23, 2018
BUYER: MIKE MURPHY, BUYER
EMAIL: mmurphy@semo.edu
PHONE: (573) 651-2588

PROPOSAL MUST BE RECEIVED NO LATER THAN:

DATE: OCTOBER 31, 2018
TIME: 3:30 P.M.

DELIVERY INSTRUCTIONS

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

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 5921**

AMENDMENT #1

The offeror is hereby notified that Request for Proposal 5921 is amended as follows:

A. RFP 5921 Questions and Answers

- 1. Is this a new requirement? If not, please provide the current vendor (s) providing the service to the Southeast Missouri University and how are the current services being procured?** The University is currently under contract with Manpower and Express Employment Professionals. The University's contract with Manpower and Express Employment Professionals expires on December 31, 2018. There are no renewal options remaining on the contract with Manpower, resulting in a new RFP being issued for a new contract that could potentially be up to six years if all renewal options are exercised. Regarding Express Employment, there are three renewal options remaining on that contract, but the consensus between the three departments that use temporary labor (Show Me Center, River Campus, and Human Resources) at the university is to consolidate both contracts into one RFP.

When our departments need temporary labor, they call one of these companies under contract and set up a time and date for the temporary labor to be performed. Our payment method is via purchase order in which a check is mailed to the vendor. Once an invoice is sent to the university, a requisition by the department is entered which is converted into a purchase order. The PO is then reviewed, approved, and forwarded to Accounts Payable for payment to be issued.

- 2. What is the estimated budget for this RFP? If unknown, please specify the previous spending.** The estimated budget is unknown as the University uses temporary labor on an as-needed basis. The University spent \$22,831.85 with Manpower during Fiscal Year 2018 (July 1, 2017 through June 30, 2018). The University spent \$1,770.88 in Fiscal Year 2018 with Express Employment. The purpose of this RFP is to obtain another contract for temporary labor.
- 3. Provide the total number of temporary staff on current assignments? Provide the job classification of each worker, vendor assigning the temporary employee, and the pay/bill rate and mark up rate for the temporary employee.** The total number of temporary staff on current assignments is unknown as we do not receive invoices from these companies until the work is performed. The university has been using Manpower for the vast majority of temporary labor services, as indicated by the fiscal year spending stated above.

The current rate with Manpower is \$12.64 per hour billable to the university. The current rate with Express is \$12.15 per hour billable to the university. The pay rate from these companies is not immediately available based on how we are invoiced (we are only invoiced the bill rate with the pay rate not shown), but can be deduced from the markup rates stated below.

For this contract period with Manpower (1/1/18 – 12/31/18), the current contracted markup is 40.5% for clerical and light industrial work. For industrial work (lifting over 50 pounds or forklift use), the mark-up rate is 52%.

For this contract period with Express, the current contracted markup is 35% for general labor, stage hands, and clerical.

The university has been using Manpower for the vast majority of temporary labor services, as indicated by the fiscal year spending stated above.

4. **Generally, our customers/clients indicate the duties to be performed when requesting a temporary employee. A “customer service” position for “Client A” may be someone who services customers in a retail environment selling them auto parts, and for “Client B” may be someone in a call center environment answering calls and providing information. Please indicate how we should respond to number 8.2 which requests us to provide duties and minimum experience/training when we are only given very broad information on what the University utilizes (Clerical, Stage Hands, General Laborer).**

Temporary labor for Operations does set-up, tear-down for events, including staging, basketball floors, tables, chairs etc., and also custodial duties. Temporary labor for Production are primarily stage hands and truck loaders. Temporary labor F&B is rarely needed but if used they are kitchen help, runners and clean up.

When requesting services, the description of the task is given to help get the right people for the job needed to be done.

5. **Please clarify if 11.1 as it is unclear what transpires after the 3 days. Is the contractor only to replace the temporary person? Is the contractor not paid for the 3 days the temporary person worked?** The contractor should replace the temporary person and we will pay for the original three days but not any extra time taken to complete the task. Our work is time sensitive and rarely allows for a return correction. If the work is not being completed in a satisfactory manner, the individual is sent home. We sometimes will request for the bill to be adjusted.
6. **What percentage of your usage is for clerical, vs. general labor vs. stage hands?** The general consensus among our departments is it breaks down 65% general labor, 30% stage hand, and 5% female restroom help. Clerical help is minimal but has been used in the past, which is why it was included as an example on the RFP.
7. **Approximately how many hours will the positions work each day?** This can vary widely depending on how the temporary labor is needed, but it is usually anywhere between two to eight hours. There may be an event where several temporary laborers are needed and some of these workers will work 8 hours, while others may work just 2 or 3. It depends on the scope of work. The minimum call for the Show Me Center is 3 hours.
8. **Approximately how many days will each position work in a year?** The RFP is for temporary labor on an “as-needed” basis. The best answer is to reference above regarding how much money the university has spent in Fiscal Year 2018 on temporary labor. However, it can be assumed that temporary labor will be needed more during the Fall and Spring Semesters when students are back and there are more things going on at the university.
9. **Approximately how many workers are needed for each position?** Again, this varies widely, as sometimes as many as 15 laborers are used, while other times 4 or 5 laborers are hired. They are used on an as-needed basis.
10. **Is this a new requirement? If not, please provide the current vendor (s) providing the service to the Southeast Missouri University and how are the current services being procured?** The University currently is under contract with Manpower and Express Employment Professionals. The university’s contract with Manpower and Express Employment Professionals expires on December 31, 2018. There are no renewal options remaining on the contract with Manpower, resulting in a new RFP

being issued for a new contract that could potentially be up to six years if all renewal options are exercised. Regarding Express Employment, there are three renewal options remaining on that contract, but the consensus between the three departments that use temporary labor at the university is to consolidate both contracts into one RFP.

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11. **Is there any preference for the local vendor?** There is a strong preference for local vendors as they will be able to have temporary labor on site at a much quicker and efficient pace for when services are needed. Vendors that have resources farther away create time crunches that the university can't necessarily afford to take.
12. **To clarify, are we supposed to list total / all-inclusive markup rates in each of the boxes on the Pricing Page? If our markup does not change year to year for a position, do we put the same markup in each box per position?** The percent increase is computed against the original rate given in Year One. For example, if you do a 5% mark-up rate in Year One but want to increase it by 5% every year, you will want to fill out the Pricing Page as 5% for Year One, 10% for Year 2, 15% for Year 3, etc. If you are not wanting to change the mark-up rate, you will use the same percentage for each year when you fill out the pricing page. See the General Labor example on the RFP for Year One through Year Three. The mark-up rate will be 9.9% for each year of the contract as it is not a cumulative increase.
13. **Please clarify how many original/copies Southeast Missouri university needs for the proposal?** The only requirement is one original copy for this RFP. However, offerors are welcome to submit copies of their proposals if they choose to do so.
14. **Do you have any drug testing requirements, and if so, do you administer 5 or 10 panel tests? Who absorbs the cost?** We do not do drug testing, unless there is an incident that would require testing. Since these temp employees are not our employees, I would think the temp agency would be responsible.
15. **Do you have any background screening requirements? If so, what type, and who absorbs the cost?** Yes, we do background checks on all our employees. Again, since these temps aren't our employees, it should be the expense of the temp agency to complete the background checks.

B. RFP closing date and time remain the same.

All other terms and conditions of Request for Proposal 5921 remain the same.

If you have any questions regarding this information, please contact the Purchasing Department at 573-651-2588.

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