



Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN
Registrar-Recorder/County Clerk

June 18, 2019

ADDENDUM NUMBER TWO REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) #19-003 AS-NEEDED TEMPORARY STAFFING SERVICES

Dear Prospective Vendor:

Addendum Number Two is made to Request for Statement of Qualifications (RFSQ) #19-003 for As-Needed Temporary Staffing Services by the Department of Registrar-Recorder/County Clerk (RR/CC). Please see attached for questions and answers forwarded by the deadline on June 11, 2019.

The initial deadline to receive Statements of Qualifications (SOQ) is **no later than 3:00 P.M. PT on June 21, 2019** as stated in the RFSQ Timetable. SOQs received after the initial due date may or may not be reviewed as they arrive to the Department.

We thank you for your interest in this solicitation.

Sincerely,

Rita Figueroa
Assistant Registrar-Recorder/County Clerk, Administration

RF:VW:jw

**ADDENDUM NUMBER TWO
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) #19-003
AS-NEEDED TEMPORARY STAFFING SERVICES**

QUESTIONS AND ANSWERS

1. Q: No specific reference.

Will County consider bids from vendors interested in providing certain positions and not the entire list of positions in both Statements of Work (SOW)?

A: Please complete the entire documentation requested. Specifically, you can mark "YES" for certain positions (and tiers) in your response and "NO" for those the vendor does not want to be considered for in Appendix D, Required Forms, Exhibit 15 (Pricing Schedule).

2. Q: No specific reference.

It takes a certain number of days to receive a Certificate of Good Standing from the Secretary of State. Would a statement from us that we are in good standing and have requested a copy of the certificate suffice?

A: The document is required as part of the Statement of Qualifications (SOQ) response for a corporation or LLC as mentioned on Page 26 of the main RFSQ document for Required Support Documents under Section A.1 (Vendor's Background and Experience). Responses can be received after the initial deadline of June 21, 2019 at 3:00 P.M. PT.

SOQs received after the initial due date may or may not be reviewed as they arrive to the Department. However, they may be reviewed at a later date to determine if they meet the Vendor's Minimum Qualifications listed in this RFSQ. The solicitation will remain open until the needs of the Department are met.

3. Q: No specific reference.

Minimum Qualifications 1.6 in the main RFSQ document states the "Vendor must have a minimum of five (5) years of experience, within the last ten (10) years, providing placement of temporary personnel services." Will the SOQ be disqualified if the company has not been in business for more than five years. Can personal temporary staffing service firm experience be considered?

A: The SOQ will be disqualified without meeting the minimum qualification of five (5) years within the last ten (10) years providing placement of temporary personnel services.

4. Q: No specific reference.

If awarded, is any negotiation regarding the Master Agreement possible?

A: The terms and conditions of the Master Agreement are non-negotiable.

5. Q: *The RFSQ states the maximum time on assignment is ninety (90) days. What is the typical/average length of assignment?*

A: Typical/average length of assignment will be based on project and staffing needs.

6. Q: **Appendices A (Statement of Work As-Needed Technical Staffing Services) and B (Statement of Work As-Needed Non-Technical Staffing Services). Section 8.5, Personnel.**

In 8.5.6, the sentence lists that employees must be eighteen (18) years of age or younger. Is this accurate?

A: No. The Contractor shall ensure that employees are eighteen (18) years of age or older to fulfill the required services.

7. Q: **No specific reference.**

Could temporary positions be extended, or the associate be hired permanently?

A: No. The duration of staffing services will be up to ninety (90) days.

8. Q: **No specific reference.**

How many temporary staff (technical and non-technical) are needed during odd years?

A: The number of temporary staff (technical and non-technical) during odd years will be based on operational needs.

9. Q: **No specific reference.**

Will temporary staffing employees be allowed to begin assignments with pending background results?

A: No. Please refer to Appendix C (Master Agreement), Section 7.5 for more information.

10. Q: **No specific reference.**

How many suppliers will be selected (1-5, more than 5)? If you will be working with multiple suppliers, how many requests will be sent out (for example, sent out to all suppliers at once, via rotation system, etc.)?

A: Suppliers selected will depend on SOQs received and requests will be sent out via a rotational system.

11. Q: No specific reference.

Will County of Los Angeles conduct in-person interviews for temporary candidates as part of the selection process?

A: Please refer to Section 7.3 of Appendix C (Master Agreement) for more information.

12. Q: General Question. No specific reference.

What is the cost of parking per day?

A: Please refer to Appendices A (Statement of Work As-Needed Technical Staffing Services) and B (Statement of Work As-Needed Non-Technical Staffing Services). Section 8.1.4, Personnel for more information.

13. Q: RFSQ #19-003 As-Needed Temporary Staffing Services Main Document. Section 1.2, Introduction.

- I. Will all personnel be reporting to, and acting under the direct supervision of, Los Angeles County management?*
- II. Are all of the processes and procedures for the technical work developed, known, and documented? Have they been performed already for a prior election? Is the expectation that these will be to be developed by the team coming onboard?*
- III. In how many elections has the new equipment been utilized?*
- IV. What is the date of the first election that all of the personnel and related processes will need to be in place for?*
- V. For all of the technical operations, who performed those types of procedures for past elections (county personnel, vendor personnel, staffing agencies)?*
- VI. To what extent will the developer of the Election Systems (VSAP) be available to assist the team with given procedures, technical considerations, training, etc.?*
- VII. Who specifically will be responsible for the tally procedures, operations and tabulation of results (vendor or county employees)?*
- VIII. What date are you targeting to begin the staffing operations?*

A:	I. Yes, all personnel and staffing will report to and act under the supervision of the RR/CC. II. The RR/CC is in the process of developing processes and procedures. However, these processes and procedures will be completed by the time Contractor provides staffing.
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- III. The September 2019 Mock election will be the first time utilizing the new equipment.
- IV. The first election that all personnel and related processes will need to be in place is September 28, 2019.
- V. All technical operations never previously involved IT.
- VI. The RR/CC and its partners will provide training on processes, procedures and devices.
- VII. The RR/CC will be responsible for Tally procedures and tabulation of results. The Contractor's personnel will assist in Tally operations only.
- VIII. The RR/CC is targeting to begin staffing operations in August 2019.

14. Q: *Appendix A (Statement of Work As-Needed Technical Staffing Services). Section 1.0, Scope of Work.*

Please provide additional information regarding the ninety (90) day maximum period of time each contractor can be utilized?

A: The contractor may continue to provide staffing throughout the term of the Master Agreement. However, each employee can be utilized only for a maximum of ninety (90) days at a time. It is a statutory requirement per Government Code section 31000.4.

"The board of supervisors may contract with temporary help firms for temporary help to assist county agencies, departments, or offices during any peak load, temporary absence, or emergency other than a labor dispute, provided the board determines that it is in the economic interest of the county to provide such temporary help by contract, rather than employing persons for such purpose. Use of temporary help under this section shall be limited to a period of not to exceed 90 days for any single peak load, temporary absence, or emergency situation."

(Added by Stats. 1977, Ch. 917.)

15. Q: *Appendix A (Statement of Work As-Needed Technical Staffing Services). Statement of Work As-Needed Technical Staffing Services Exhibit 1, Work Assignments and Locations Timeline.*

Will the same or comparable estimated number of personnel and duration needed for the As-Needed Technical Staffing Services be required for the As-Needed Non-Technical Staffing Services?

A: The estimated number of personnel and duration needed for the As-Needed Technical Staffing Services and As-Needed Non-Technical Staffing Services will be based on operational needs.

16. Q: No specific reference.

If an associate reaches the maximum ninety (90) days on assignment, how long does the associate need to be off assignment before they are eligible to return?

A: Please refer to Government Code section 31000.4.

The contract staff will be asked to have a 2 to 3-day break between assignments of a different nature, where duties and responsibilities from one assignment to the next will be completely different. When the contract staff arrives for their new assignment, they will be provided some level of training to assume the roles of their new assignment.

"The board of supervisors may contract with temporary help firms for temporary help to assist county agencies, departments, or offices during any peak load, temporary absence, or emergency other than a labor dispute, provided the board determines that it is in the economic interest of the county to provide such temporary help by contract, rather than employing persons for such purpose. Use of temporary help under this section shall be limited to a period of not to exceed 90 days for any single peak load, temporary absence, or emergency situation."

(Added by Stats. 1977, Ch. 917.)

17. Q: No specific reference.

Will suppliers be given maximum fulfillment limits on the number of temporary workers (headcount) they will be allowed to have on assignment?

A: No.

18. Q: No specific reference.

What is the badging process and the associated cost per badge?

A: The contract staff person will be given a Department issued ID badge. The cost per badge is \$1.01, which does not include tax.

Cost Breakdown:

ID badge (Card) = \$.28

Badge Holder = \$.29

Badge Printer Ink = \$.44

19. Q: No specific reference.

Will any associate ever be required to lift over fifty (50) pounds?

A: The Department is not able to guarantee. In most cases, the lifting of heavy items is done through a buddy system. We do not have the full size and weight specifications of the materials we will have on hand for lifting activities.

20. Q: No specific reference.

What is the frequency of the 'Service Level Meetings' and where will they be held?

A: Service Level Meetings may occur as little as once per election and they will be held at the Norwalk Headquarters or at the Registrar-Recorder/County Clerk Department's Election Operation Center in Santa Fe Springs.

21. Q: General reference to Warehouse Technical Support position.

- I. Will all employees in this role be required to drive a forklift or will you request that skill in specific requests for this role?*
- II. Do all temporary employees with forklift experience need to be forklift certified? Or will you certify them?*
- III. For someone driving a forklift – what percentage of time will they be on a forklift compared to other work.*
- IV. Will all temporary employees be required to drive, or will there be designated employees that are required to drive on the job?*
- V. Will driving positions be required to drive every day while on the job? If so, approximately how many locations a day will temporaries be required to drive to?*

- A:
- I. No. Please refer to Section 3.1. The RR/CC will request that skill in specific requests for the role.
 - II. No. Forklift certification is desirable, but not a requirement. The County will not provide forklift certification.
 - III. For those operating a forklift, the RR/CC estimates that approximately twenty-five percent (25%) of the time will be used to operate a forklift.
 - IV. All employees under the specified roles will be required to drive at various times during the operation.
 - V. All employees under the specified roles will be required to drive at various times during the operation. Contractor personnel may be required to drive to up to ten (10) Vote Centers a day in a County-provided vehicle.

22. Q: General reference to Tally Technical Support position.

Will this position require driving on the job? If so, to what extent?

A: This position does not require a Class C Driver's license and is not a driving position.

23. Q: General reference to Information Technology (IT) Support Technician position.

- I. Will all employees in this role require driving on the job?*
- II. Will specific roles be designated to driving Los Angeles County vehicles? If so, how many?*
- III. How often will driving be required?*
- IV. How many different locations will they be required to drive to in a day?*

- A:
- I. All employees under the specified roles will be required to drive at various times during the operation.
 - II. Please refer to Appendix A (Statement of Work As-Needed Technical Staffing Services), Section 8.1.4.
 - III. All employees under the specified roles will be required to drive at various times during the operation.
 - IV. Contractor personnel may be required to drive to up to ten (10) Vote Centers a day.

24. Q: No specific reference.

Will the background check process, specifically the fingerprint/Live Scan process be completed through Los Angeles County?

- A: The vendor will complete this process.

25. Q: No specific reference.

Is a drug/alcohol test required? If so, please describe.

- A: Drug and alcohol testing is dependent on the type of roles (duties and responsibilities) an individual is required to fulfill. For example, a person carrying out warehouse worker responsibilities is expected to successfully complete a drug/alcohol screening process. A person conducting clerical work is not required to complete such a screening process.

26. Q: General Question. No specific reference.

Will Warehouse positions require the use of a forklift?

- A: Please refer to Appendix A (Statement of Work As-Needed Technical Staffing Services), Section 3.1. Forklift certification is desirable, but not a requirement. The County will not provide forklift certification.

27. Q: Appendix A (Statement of Work As-Needed Technical Staffing Services). Section 3.1, Warehouse Technical Support.

- I. If ePollbook equipment, or other related components, are accidentally damaged as a course of normal operations, who is liable for the damage?*
- II. Will County personnel be responsible for reviewing and approving processes performed by staffing personnel (e.g., how materials are inventories, stored, cleared, etc.)?*

- A:
- I. The Contractor's personnel would not be responsible for accidental damage to the ePollbook or other devices as a course of normal operations. The Contractor's personnel will be responsible for damage as a result of negligence.
 - II. Yes, County personnel will be responsible for reviewing and approving processes performed by staffing personnel.

28. Q: Appendix A (Statement of Work As-Needed Technical Staffing Services). Section 3.2, Information Technology (IT) Support Technicians.

- I. Is a help desk system/application already configured and in use by Los Angeles County available for the IT technical support team?*
- II. Will workers be required to have cellular phones to contact the help desk? If so, will data usage be reimbursed? If not, will cellular phones be provided?*

- A:
- I. Yes, a help desk system is configured and used by the County and available for the IT technical support team.
 - II. The RR/CC will provide Information Technology (IT) Support Technicians with County-issued phones at no charge to complete their duties during the duration of their assignment.

29. Q: Appendix A (Statement of Work As-Needed Technical Staffing Services). Section 8.8, Materials and Equipment.

- I. Will all equipment, supplies and necessary materials be available by the time staffing personnel are procured?*
- II. Please be more specific about the types of materials the contractor will be obligated to purchase.*

- A:
- I. Yes, necessary equipment and materials will be available at the time staffing personnel are procured.
 - II. The RR/CC will provide hard hats, back braces and gloves, as needed, for Contractor personnel to perform their work-related duties.

30. Q: **Appendix A (Statement of Work As-Needed Technical Staffing Services). Section 8.9, Materials and Equipment.**

I. Is mileage reimbursable for employees when they use their own cars for work-related efforts?

A: No. County vehicles will be provided for Contractor's personnel to perform work-related duties. Please refer to Appendix A (Statement of Work As-Needed Technical Staffing Services), Section 8.9.

31. Q: **No specific reference.**

Does the County of Los Angeles Registrar-Recorder/County Clerk office have existing staffing partners to support similar positions?

A: No.

32. Q: **No specific reference.**

What is the maximum lifting for any position included in this RFSQ?

A: The Department is not able to guarantee. In most cases, the lifting of heavy items is done through a buddy system. We do not have the full size and weight specifications of the materials we will have on hand for lifting activities.

33. Q: **No specific reference.**

Do you anticipate that the due date for responses will be pushed out beyond June 21, 2019?

A: The solicitation is open/continuous.

SOQs received after the initial due date may or may not be reviewed as they arrive to the Department. However, they may be reviewed at a later date to determine if they meet the Vendor's Minimum Qualifications listed in this RFSQ. The solicitation will remain open until the needs of the Department are met.

34. Q: **No specific reference.**

How much notice do you anticipate the staffing companies being given before an expected start date?

A: The amount of notice will vary depending on the need and the attendance of previously requested staff. Ideally, the RR/CC would provide one (1) week notice for initial hiring, but there may be times when staff will be requested and expected to report in a twenty-four (24) hour window of time (emergency requests).

35. Q: No specific reference.

- I. Will Warehouse Technical Support positions be required to operate a forklift? It is listed as desirable, but not as a job duty.*
- II. Is Personal Protective Equipment (PPE) required to perform the Warehouse Technical Support position?*

- A: I. No. Forklift certification is desirable, but not a requirement. The County will not provide forklift certification. There are only two (2) forklifts that are in use at the Warehouse.
- II. Yes. The RR/CC will provide hard hats, gloves, and back braces as needed to Contractor personnel perform their work-related duties.

36. Q: No specific reference.

Will Information Technology (IT) Support Technicians be required to visit multiple Vote Centers (VCs) in a day or will they report to and work at only one VC per day?

- A: Contractor personnel may be required to drive to up to ten (10) Vote Centers a day in a County-provided vehicle.

37. Q: No specific reference.

Is Personal Protective Equipment (PPE) required to perform the Information Technology (IT) Support Technician position?

- A: Yes. The RR/CC will provide back braces and gloves as needed to Contractor's personnel perform their work-related duties.

38. Q: Appendices A (Statement of Work As-Needed Technical Staffing Services) and B (Statement of Work As-Needed Non-Technical Staffing Services). Section 8.1.4, Personnel.

Which positions specifically require driving and will be provided a County vehicle?

- A: Warehouse Technical Support and Information Technology (IT) Support Technical staff.

39. Q: General reference to Warehouse Services position.

- I. Does this position require driving?*
- II. How will they load and unload materials from assigned vehicles (for example, lift by hand, multiple people work together, use a forklift, etc.)?*

- A: I. The Warehouse Services position will have various assignments. Driving is not required, but could be part of the assignment.
- II. Staff assigned to load and unload materials from vehicles will depends on the Specific assignment, work requirements and job classification. Typically loading and unloading will be with equipment, but may lift by hand.

40. Q: Appendix D (Required Forms) Exhibit 1. Vendor's Organization Questionnaire/Affidavit and CBE Information.

The last minimum qualification on Page 4 appears as a "Yes" or "No" question. It is unclear from the phrasing how to answer.

A: "Yes" will mean the vendor is disqualified. "No" will mean the vendor is qualified.

41. Q: Appendix D (Required Forms) Exhibit 1.

Do national Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) certifications such as Women's Business Enterprise National Council (WBENC) and National Minority Supplier Development Council (MNSDC) meet the County's requirements to be listed in Table III?

A: Yes.

42. Q: Appendix D (Required Forms) Exhibit 1.

A cell to input "California Business License Number" is included in the signature block. Is the County requesting respondents "California Corporate Number" here if applicable?

A: No.

43. Q: RFSQ #19-003 As-Needed Temporary Staffing Services Main Document. Section 1.2, Introduction.

The RFSQ notes "a considerable increase in the Department's temporary workforce during election cycles." Who is the incumbent for these services and for how long have they served the County in this capacity?

A: There is no incumbent.

44. Q: RFSQ #19-003 As-Needed Temporary Staffing Services Main Document. Section 1.6, Vendor's Minimum Qualifications.

Do the Tier 1, 2, 3 Group options apply to all temporary placements in the last five (5) years or only those that meet the categories listed in Appendices A and B?

A: The options apply to any temporary placements in the last five (5) years within each tier.

45. Q: Appendix D (Required Forms) Exhibit 15.

If a vendor wishes to respond to Tier 3 only, should Tier 3 rates only be filled out in the pricing schedule? Or do the tiers apply separately to each listed classification? Please clarify.

A: Please complete the entire documentation requested. Specifically, you can mark "YES" for certain positions (and tiers) in your response and "NO" for those the vendor does not want to be considered for in Appendix D, Required Forms, Exhibit 15 (Pricing Schedule).

46. Q: RFSQ #19-003 As-Needed Temporary Staffing Services Main Document. Section 1.6, Vendor's Minimum Qualifications.

The County requests a list of complete start and end dates. Please clarify whether the start and end dates refer to individual placements or the contract as a whole.

A: The complete start and end dates refers to the contract as a whole.

47. Q: RFSQ #19-003 As-Needed Temporary Staffing Services Main Document. Section 1.2, Introduction.

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

A: The spend for this contract will be dependent on operational needs.

48. Q: RFSQ #19-003 As-Needed Temporary Staffing Services Main Document. Section 2.3, RFSQ Timetable.

When does Los Angeles County anticipate completing its evaluation and notifying respondents of recommended awards?

A: Vendors need to meet minimum requirements and show they are qualified. Please see RFSQ #19-003 As-Needed Temporary Staffing Services Main Document Section 3.1.1-3.1.5 for more information. Los Angeles County anticipates notifying respondents of recommended awards prior to July 30, 2019.

49. Q: RFSQ #19-003 As-Needed Temporary Staffing Services Main Document. Section 2.7.2.B.b, Vendor's Qualifications.

Our company holds numerous contracts with public entities nationwide. Will Los Angeles County accept a representative sample of Public Entity Contracts?

A: Yes.

50. Q: RFSQ #19-003 As-Needed Temporary Staffing Services Main Document. Section 2.7.5, Proof of Licenses.

Can Los Angeles County provide examples of the types of licenses it might seek from respondents here?

A: Proof of licenses in this section shall include all licenses which confirm the vendor can do business in the State of California.

51. Q: Appendix C (Master Agreement). Section 7.5, Background and Security Investigations.

Can Los Angeles County confirm what background checks and/or drug screens are required beyond fingerprinting?

A: The fingerprinting background check is only used to assess criminal history, if any. The information required is for both California DOJ and FBI results. Drug/alcohol screening is done for job/work specific functions, such as a warehouse worker or heavy machinery operator.

52. Q: Appendix C (Master Agreement). Section 7.5, Background and Security Investigations.

Does Los Angeles County use Live Scan for its fingerprinting? Does Los Angeles County require vendors pay the background check fee at the time of Live Scan? Will the County allow vendors to bill back the finger-rolling fee?

A: Los Angeles County does use Live Scan for its fingerprinting. However, vendor is solely responsible for background checks and any associated fees.

53. Q: Appendix C (Master Agreement). Section 7.5.2, Background and Security Investigations.

Does Los Angeles County possess an Originating Agency Identifier (ORI) Code and have an account set-up where it is invoiced?

A: Los Angeles County does possess an ORI Code. However, vendor is solely responsible for background check fees.

54. Q: Appendix D (Required Forms) Exhibit 15.

What are Los Angeles County's current hourly pay and bill rates for the classifications listed in Exhibit 15 for both eight (8) hours and overtime?

A: The general titles and duties listed in Exhibit 15 are not classifications, but are there to assist vendors with a better understanding of work needed when calculating their rates.

55. Q: Appendix D (Required Forms) Exhibit 15.

Is Los Angeles County seeking fully-burdened bill rates from respondents?

A: Yes. Please see Appendix C (Master Agreement) Section 5.1 for more information.

56. Q: Appendix D (Required Forms) Exhibit 15.

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

A: It is preferred the charges be incorporated directly into each respondent's proposed rates. Please see Appendix C (Master Agreement) Section 5.1 for more information.

57. Q: *Appendix C (Master Agreements) Section 8.1. Amendments.*

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?

A: Please see Appendix C (Master Agreement) Section 5.1 for more information.

58. Q: *Appendix C (Master Agreements) Section 8.25. Insurance Coverage.*

Does the solicitation include bond requirements of any kind?

A: Please see Appendix C (Master Agreement) Section 8.24 for more information.

59. Q: *No specific reference.*

How will the County score proposals submitted by respondents? Are sections of the SOQ weighted by percentage and/or point value? If so, what percentages are assigned to each section?

A: Vendors need to meet minimum requirements and show they are qualified. Please see RFSQ #19-003 As-Needed Temporary Staffing Services Main Document Section 3.1.1-3.1.5 for more information.