

Questions and Answers as of November 8, 2021 to CHFA 242-Request for Proposals (“RFP”) for Temporary Employment Agency:

Question: Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

Answer: CHFA has been utilizing State Contract No. 19PSX0148 for the services.

Question: Can you please let us know the previous spending of this contract? Could you please share the previous spending on this contract, if any?

Answer: While previous spending has been limited, CHFA from time to time, administers programs for the State of Connecticut and the need for the services could increase.

Question: Are there any pain points or issues with the current vendor(s)?

Answer: The State Contract currently utilized by CHFA for the services does not have all of the positions that may be needed.

Question: Please confirm the anticipated number of awards. How many vendors will be awarded?

Answer: CHFA does not know how many vendors will be awarded.

Question: What is the place of performance? Is it entirely onsite work or can it be done remotely to some extent? Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

Answer: It is anticipated that all the work will be completed onsite.

Question: What is the estimated budget for this requirement? What is the estimated budget for this RFP? If unknown, please specify previous spending.

Answer: There is no estimated budget. CHFA has not had the need in recent previous years for the services.

Question: Is it mandatory to have a local office? If yes, can we provide it after the award? Is there any preference for local vendor? Is it mandatory to have an office in Connecticut? Is there any advantage in evaluation for a local and local experienced firm?

Answer: Vendors must have an office in Connecticut before the awarding of a contract.

Question: Is it mandatory to have past experience with CHFA?

Answer: It is not mandatory to have a past experience with CHFA.

Question: Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name?

Answer: CHFA currently utilizes State Contract No. 19PSX0148 for the services.

Question: What is the total number of resources who are currently working on this project? Please let us know their position name and hourly rate?

Answer: CHFA is currently utilizing various positions listed on State Contract No. 19PSX0148, and the hourly rates and positions can be found on CTSOURCE, State Contract No. 19PSX0148.

Question: Considering the current COVID-19 pandemic situation, if the proposed candidates are not available at the time of the award, will the agency allow us to provide replacement personnel with similar or more skill sets?

Answer: CHFA will work with agencies on COVID-19 related issues.

Question: Are hourly rate ranges acceptable for proposed personnel?

Answer: Yes, ranges can be provided in the proposal.

Question: How many people are currently working onsite and offsite?

Answer: CHFA has a staff of 133 working both remotely and onsite.

Question: Could you please provide the list of holidays observed by the CHFA?

Answer: CHFA follows the State of Connecticut holidays which can be found on the State of Connecticut Department of Administrative Services website, with the exception of working on Lincoln's birthday and taking the day after Thanksgiving off as a holiday.

Question: Are there any mandated Paid Time Off, Vacation, etc.?

Answer: Temporary agency employees will not work on CHFA holidays. CHFA does not mandate paid time off. Paid time off is governed by the temporary agency policies/procedures.

Question: Please provide name of the current vendor providing the services with a copy of their proposal including cost sheet.

Answer: CHFA is currently utilizing State Contract No. 19PSX0248 and fees for the contract can be found on CTSource.

Question: Kindly provide total number of temporary staff on current assignment?

Answer: CHFA is currently utilizing four temporary staff.

Question: What are the most frequently used job categories in the subject matter RFP?

Answer: The most frequently used job categories are listed in the RFP.

Question: What is the average length of the assignment?

Answer: The average length of assignments varies depending on each situation.

Question: Is there any advantage in evaluation for a local and local experienced firm?

Answer: Respondents must have a Connecticut office.

Question: Is there any specific format for EEO-1 report?

Answer: If you are required to file an EEO-1 report, please provide a copy in the format required by the Equal Employment Opportunity Commission.

Question: Does 20 single-sided pages limit include forms? If not, what is included?

Answer: The page limit does not include forms, and the copies of the statutes do not need to be included. The responses to the questions in the RFP are limited to 20 pages.

Question: What is the timeline for CHFA to make a decision?

Answer: It is anticipated that contracts will be effective January 3, 2022.

Question: Please clarify the volume of needs that CHFA will have the future for each discipline. Can you estimate the number of temporary personnel that CHFA may need over the next year?

Answer: CHFA does not know the volume of need for the future. From time to time, CHFA may administer programs for the State of Connecticut; and if CHFA does not have internal capacity, it may necessitate the need for temporary personnel.
