



<input checked="" type="checkbox"/> ADDENDUM TO COMPETITIVE SEALED PROPOSAL <input type="checkbox"/> MODIFICATION OF CONTRACT
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City of New Braunfels  
 Purchasing  
 551 Landa Street  
 New Braunfels, Texas 78130

1. Solicitation No. <b>CSP 22-005</b> Temporary Staffing, Executive Searches and Recruitment Services	2. Contract No.	3a. Addendum No. 1	4. Effective Date of this Action  <b>November 5, 2021</b>
		3b. Modification No.	

5. Name and Address of Offeror or Contractor	6. For Information Call: (No collect calls or Fax offers accepted) Purchasing: <b>Debbie Kimball</b> Phone No.: <b>830-221-4081</b> Fax No.: <b>830-608-2112</b>	7. Amount of Contract/Order is: Increased by: Decreased by: New Total: <input type="checkbox"/> <b>Unchanged</b>
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8. THIS BLOCK APPLIES TO AMENDMENTS OF SOLICITATIONS ONLY:  
 The above numbered solicitation is amended as set forth in Block 10 below.  
 **The date and time specified for receipt of offers IS being extended to NOVEMBER 17, 2021, 3:00 P.M. CST.**  
 **THE DATE AND TIME SPECIFIED FOR RECEIPT OF OFFERS IS CHANGED TO:**  
 Offerors must acknowledge receipt of this amendment prior to the date and time specified in the solicitation or as amended, by one of the following methods:  
 (i) By completing Blocks 5 and 11 and returning this Addendum in the number of copies specified for the solicitation;  
 (ii) By acknowledging receipt of this Addendum on each copy of the bid submitted; or,  
 (iii) By separate letter, telegram, or fax referencing the solicitation and addendum.  
 If by virtue of this Addendum offeror desires to change an offer already submitted, such change may be made by letter, telegram, or fax, provided each such notice makes reference to the solicitation AND this Addendum, and is received prior to the date and time specified.  
**NOTICE: NON-RECEIPT OF YOUR OFFER AND THIS ADDENDUM AT THE DESIGNATED PLACE WITHIN THE DATE AND TIME SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.**

9. THIS BLOCK APPLIES TO MODIFICATIONS TO CONTRACTS, DELIVERY OR PURCHASE ORDERS ONLY.  
 The above numbered Contract, Delivery, or Purchase order is modified as set forth in block 10 below.  
 This Change Order is issued in accordance with authority granted by instrument referenced in block 2.  
 The instrument in Block 2 is modified to reflect administrative changes.  
 This Supplemental Agreement is entered into pursuant to the Authority of:  
 Other (Specify type of modification and authority): \_\_\_\_\_  
 **CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPY WITH PROPOSAL.**  
 Contractor is not required to sign this document but is requested to acknowledge receipt.

10. DESCRIPTION OF CHANGES - This Addendum No. 1 is being issued due to specification changes and extension of close date.  
 The following language is being modified and added to the solicitation in regard to background checks and drug screening:  
 A. Page 18, Criminal Background Checks and Drug Screening: Language shall now read: ~~When requested by the City, The Contractor will perform, at no additional charge, a standard DPS criminal history check which includes Texas information only, a national database search, sex offender database search, national criminal database search and social security number verification.~~ **Contractor will perform, at no additional charge, a 10-panel urinalysis.**  
 B. **THE CLOSING DATE IS BEING EXTENDED TO NOVEMBER 17, 2021, 3:00 P.M. CST**  
 C. The following questions were received during the inquiry period. See answers provided by the City of New Braunfels.  
 Except as provided herein, all terms and conditions of the document referenced above remain unchanged and in full force and effect.

11a. SIGNATURE OF OFFEROR OR CONTRACTOR	CITY OF NEW BRAUNFELS, TEXAS	
	Debbie Kimball	November 5, 2021
11b. PRINTED NAME AND TITLE	11c. DATE	
	Debbie Kimball Contract Administrator	Date

**ADDENDUM NO. 1 – VENDOR INQUIRES/CITY ANSWERS – PAGE 2**  
**CSP 22-005 TEMPORARY STAFFING, EXECUTIVE SEARCHES AND RECRUITMENT SERVICES**

Question 1: If applicable, who is the incumbent for these services and for how long have they served the City of New Braunfels in this capacity?

Answer 1: **New service, no prior incumbent**

Question 2: Will the City provide detailed job descriptions for the positions listed in the solicitation?

Answer 2: **As positions are needed, the job descriptions will be provided to the awarded contractor(s)**

Question 3: What are the City's current hourly rates for the positions listed in the solicitation?

Answer 3: **Unknown at this time.**

Question 4: What is the City's historical usage and yearly spend for this contract during the past three (3) years? Could you please provide a breakdown by labor category or title?

Answer 4: **N/A**

Question 5: What is the anticipated annual and total spend for this contract?

Answer 5: **Unknown**

Question 6: When does the City of New Braunfels anticipate completing its evaluation and notifying respondents of its recommended awardee(s)?

Answer 6: **After evaluation, the award recommendation will go before our City Council, either late November or mid-December 2021.**

Question 7: What specific background checks and/or drug screens are required of the temporary staff?

Answer 7: **An Addendum will be issued to clarify this, but national security database search, sex offender database search, national criminal database search, and social security number verification. If additional background checks are needed this will be negotiated with the Contractor at that time.**

Question 8: To ensure FCRA compliance, it is our company's policy to provide clients with an attestation of completion of background check pursuant to client's requirements, but not the actual results. Will the City accept letters of attestation in lieu of actual background check results?

Answer 8: **Yes, this is acceptable.**

Question 9: Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to the City?

Answer 9: No, the Contractor will be responsible for costs of background checks and drug screens. It would be a 10-panel urinalysis for the drug screening. This information will be included in the Addendum being issued against the solicitation.

Question 10: Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to the City of New Braunfels?

Answer 10: No. All exceptions will be reviewed and discussed with respondent if selected for award consideration, to negotiate terms, etc.

Question 11: With respect to Affordable Care Act (ACA) costs, would the City of New Braunfels prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates?

Answer 11: Temporary staff will not be employees of the City of New Braunfels; therefore, benefits are not paid by the City. How these costs are handled will be between the Contractor's and its employees or its contract employees.

Question 12: 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?

Answer 12: Yes.

Question 13: If this is not a new requirement, who are the vendors that are currently providing these services?

Answer 13: Newly established service, no prior incumbent

Question 14: What has the City spent on these services over the past 3 years?

Answer 14: N/A

Question 15: What are the current hourly bill rates or mark-up percentage that the City spends for each position?

Answer 15: New service, unknown

Question 16: How many positions has the City requested in the last 3 years?

Answer 16: N/A

Question 17: What has been the average or typical duration (in days, months, or hours) for positions requested in the past?

Answer 17: **N/A, new service**

Question 18: What percentage of temporary personnel has the City converted to full time employees in the past?

Answer 18: **N/A**

Question 19: What is the required response time from when the City makes a request for a temporary contractor to when a vendor is expected provide candidates?

Answer 19: **The City will work with the Contractor(s) on timelines.**

Question 20: How will the City choose a candidate from one the awarded vendors? Since, vendors will have different rates and candidates with different skills and experience.

Answer 20: **Price, is not the only evaluation factor.**

Question 21: Does the client's evaluation process provide an advantage of any kind for local businesses?

Answer 21: **No.**

Question 22: What is the City's current COVID-19 Vaccination policy?

Answer 22: **Vaccines are not required, just recommended.**

Question 23: The link to submit Conflict of Interest Questionnaire given in the RFP document for RFP CSP 22-005 ([https://www.ethics.state.tx.us/filinginfo/conflict\\_forms.htm](https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm)) is not working. Could you please provide any supportive link to submit the questionnaire online?

Answer 23: **<https://www.ethics.state.tx.us/forms/conflict/>**

Question 24: Will this contract be a single award or multiple award?

Answer 24: **It will depend on the responses we receive.**

Question 25: In the evaluation criteria it is mentioned Provide three (3) references of current customers who can verify the quality of service your company provides but on the same page below it is mentioned Provide information on past performance on five (5) comparable contracts preferably with Government entities within the past five (5) years. Please clarify how many references we need to provide 3 or 5.

Answer 25: **Three (3) references are sufficient.**

Question 26: On page 10 of the solicitation document, it is mentioned Particular emphasis will be placed on firms that have made successful executive placements. Please clarify which executive

placements are you looking for? Is it positions like executive assistant or senior CEO level executive positions?

Answer 26: Yes, senior executive positions or uniquely qualified employees, such as Fire Chief, Police Chief, HR Director, etc.

Question 27: In attachment A proposal Form there is a category Executive Searches. Please clarify what this is about? What kind of executive searches are you looking for?

Answer 27: See answer to 26 above.

Question 28: What is the anticipated budget for this project?

Answer 28: Since this is a new service, the budget will depend on the need as they arise.

Question 29: Is there any specific format to provide pricing? Do we need to provide hourly rates or direct hire rates and cost to hire rates?

Answer 29: Please provide your pricing as you provide. If hourly rates are available, then submit this by position type etc.

Question 30: What is the cooperative contract mentioned in the solicitation and offer form in point 2?

Answer 30: Some company may be a part of a cooperative purchase group contract, such as Omnia Partners, Sourcewell, Buyboard, TxSmart, etc.

Question 31: In TAB 6 point c which Employee licenses do we need to provide? Do we need to provide our company license within the State of Texas?

Answer 31: Yes, company license would be sufficient. Any certifications that your company holds that would support your expertise in this field.

Question 32: How many temporary employees currently work under (or will be anticipated to work under) this contract?

Answer 32: Unknown

Question 33: Who are the present vendors?

Answer 33: This is a newly established service, no prior incumbent.

Question 34: How many vendors will be awarded as a result of this solicitation?

Answer 34: It will depend on the responses received. We are not sure of all vendors can provide all requested services.

Question 35: What are the current billable hourly rates?

Answer 35: N/A

Question 36: What were the hourly bill rates at the time of award?

Answer 36: N/A

Question 37: How much was spent (dollar value) on this service last year?

Answer 37: N/A

Question 38: How much is intended to be spent (dollar value) once the contract is awarded?

Answer 38: N/A

Question 39: Is there a Prevailing/Living wage requirement associated with this project?

Answer 39: It will depend on the position/job duties, so unknown at this time. If the position requires prevailing/living wages, then yes.

Question 40: Are additional points awarded to firms who are or have Minority Business Enterprise (MBE) partners?

Answer 40: No, the City of New Braunfels are not tracking MBEs at this time, only on construction projects which are competitively bid.

Question 41: May we request a copy of the incumbent's contract for temporary staffing services?

Answer 41: N/A

Question 42: May we request a copy of the incumbents previously submitted proposal for temporary staffing services?

Answer 42: N/A

Question 43: Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

Answer 43: Yes, new initiative

Question 44: Can you please let us know the previous spending of this contract?

Answer 44: N/A

Question 45: Please confirm if we can get the proposals or pricing of the incumbent(s).

Answer 45: N/A

Question 46: Are there any pain points or issues with the current vendor(s)?

Answer: N/A

Question 47: Please confirm the anticipated number of awards.

Answer 47: Number of awards will be determined after we review the proposals. There may be a need for multiple sources, or a one-stop shop. This is unknown at this time.

Question 48: How many vendors will be awarded?

Answer 48: Number of awards will be determined after evaluation of responses.

Question 49: What is the estimated budget for this requirement?

Answer 49: This is a new award so prior budget is not available.

Question 50: Do we need to bid on all categories or can we bid on any of them?

Answer 50: Your company can bid on all services offered.

Question 51: What is the place of performance?

Answer 51: The City of New Braunfels, Texas.

Question 52: 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 52: New Service. N/A

Question 53: Could you please share the previous spending on this contract, if any?

Answer 54: NONE

Question 55: 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: N/A

Question 56: Are hourly rate ranges acceptable for proposed personnel?

Answer 56: YES.

Question 57: 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 57: Only onsite work at this time. If remote work becomes needed, the City will work with the Contractor (s).

Question 58: How many people are currently working onsite and offsite?

Answer 58: N/A

Question 59: Are there any mandated Paid Time Off, Vacation, etc.?

Answer 59: The temporary employees will not be an employee of the City, so no benefits will be paid to the temporary employee. This would be between the Contractor and its contract employees.