

Commissioners

**MARISEL A. HERNANDEZ**, Chair  
**WILLIAM J. KRESSE**, Commissioner/Secretary  
**JUNE A. BROWN**, Commissioner  
**CHARLES HOLIDAY, JR.**, Executive Director



## RFP: Temporary Staffing Services Central Office Headquarters For 2022 & 2023 Elections Questions

1. How many vendors do you anticipate awarding?  
*To Be Determined (based on quality of proposals submitted).*
2. How will job orders be distributed among multiple vendors?  
*To Be Determined*
3. Who are the vendors currently servicing this contract?  
*Robert Half Government/Protiviti*
4. What are the bill rates being charged by the current vendors?  
*You will need to FOIA that information*
5. Is there a local preference?  
*Not stated in the RFP, however, it would be advantageous from a logistics point of view to have an office located in the Chicagoland area.*
6. On page 8 of 83 of the RFP, there is a Sample Schedule for Election Coordinators from 2020. Do you have an updated schedule to reflect what it will be in 2022?  
*Yes, please see attached.*
7. How many Registration Department Staff will be needed, and what date would they need to begin work?  
*Between 12-14 employees. Please see Scope of Work.*
8. How long will IT Specialists be needed under the contract?  
*To Be Determined.*
9. Are we required to be registered to do business in Chicago or the State of Illinois prior to award?  
*No, but you must be a registered vendor with a vendor number to receive payments.*
10. Do we need to include a sample Certificate of Insurance with our proposal?  
*Yes, and the actual Certificate of Insurance if available. If awarded you must provide the actual certificate.*

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11. What are any challenges or pain points with the present contract vendors?

Not a large enough pool of candidates that meet all of the necessary criterion – fully vaccinated, pass background checks, retaining dependable, reliable, timely staff.

12. Are bill rate ranges allowed?

No, please be specific when quoting bill rates.

13. Per the evaluation criteria “Financial Stability”: What financial documents, if any, do we need to provide with our proposal?

To Be Determined if awarded contract.

14. Is there a deadline as to when the award of the contract will be given? Meaning, what is the timeframe from when proposals are due/submitted on March 31st to when there will be a decision on who the selected agencies will be?

Mid – Late April.

15. The RFP references the award being given to multiple agencies. How will the award between agencies be determined? Will there be a primary agency and secondary for example with the split being 60/40, or will there be multiple agencies with no specific percentage of the budget?

To Be Determined.

16. In terms of dates that temporary staff is needed (example 90/75/50 days before election), are the dates and number of staff for both the Primary and General Elections?

Yes

17. The RFP references “Election Day”. Is this in reference to both the Primary and General Elections?

Yes

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18. In Section 2.1.1.2 Phone Operators/Clerical Staff, the need is 90 days before Election Day. Can you please clarify if the dates are also for the Primary Elections, as 90 days from Primary Elections is prior to when the proposals are due?

Ideally, it is 90 days. However, as soon as the contract is awarded, please have staffing available and ready to work.

19. If the number of staff are solely for the Community Services & Judges Division, are you able to provide anticipated staff needs for both the PEVL and Registration Departments? There are no specific numbers stated in the PEVL Department section. Will we be able to find out those numbers? Or is this section a redundancy to the temporary staff needed in section 2.1.1.1, 2.1.1.2 and 2.1.1.3?

To Be Determined.

20. If there are specific positions that an agency would be better suited at filling than others, should the agency only bid for those specific positions? If so, how would that be indicated on the proposal?

Yes, please asterisk and explain if only bidding on certain positions.

21. If an agency is unable to staff for the warehouse location, should we indicate that in both the proposal and the Schedule of Pricing sheet?

Yes, please.

22. As it relates to Exhibit 1 "Schedule of Pricing" – should agencies include expected total hours worked and dollars spent in each category? Or are the rates per hour per position sufficient?

Rates per hour please.

23. Will higher pay rates for specialty areas/jobs (Ex. IT and HR) be discussed between agency and individual manager?

Yes.

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24. As it relates to section 15.2 Minimum Wage of \$15.00/hour – due to the current labor shortage, in our experience, most administrative/clerical temporary workers are seeking a minimum of \$16.00-17.00/hour. Is the Board willing to consider a higher bill rate due to this issue? Can/will the Board mandate a higher pay rate uniformly amongst all staffing firms so all temps are receiving the same wage?

To Be Determined.

25. As it relates to section 15.2 Minimum Wage of \$15.00/hour – is the minimum wage for this contract the City of Chicago minimum wage, or is there a different minimum wage for employees working on City of Chicago contracts?

No.

26. Is sub-contracting mandatory?

No, however, including MWBE participation in your contract whenever possible is highly recommended.

27. Is there any minimum criterion recommended by the City to engage subcontracting to Minority Women Owned Business?

We have no stated aspirational goals in this contract. However, including MWBE participation in your contract whenever possible is strongly encouraged and highly recommended.

28. Could the City confirm that for submission, is the City seeking submittal of both pricing and technical proposal each of which is 1 original, 5 copies and 1 electronic. Please also confirm, 5 copies should only be Technical, do you need copies for price proposal too? Can you define how many copies should we provide for technical proposal and Price proposal?

Please see RFP for submittal instructions.

29. Could the City provide a list of documents and certifications to be submitted along with the Proposal?

Please see Appendices 1-5 of RFP.

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30. EXHIBIT 1: SCHEDULE OF PRICING, has other written in Services Fee Proposal in 4 columns, do you want us to suggest you the positions, or can we just provide rates in last 4 columns?

Yes

31. Please provide the previous spending of the Contract?

You must FOIA that information.

32. To offer you competitive pricing, could the City share incumbent's cost proposal?

You must FOIA that information.

33. How many temporaries are currently working under this contract? Also, please specify whether the new vendor(s) can make the transition of all the current temporaries whose project is ongoing? If yes, how and when the transition of the employees will be done from incumbent to new vendor?

None, so far.

34. How many temporaries have been hired by the City in the current contract?

None, so far.

35. Please explain how vendors under contract will receive a fair share of business without vendor rotation of job orders implemented in the procurement process?

To Be Determined

36. What is the overall budget of the contract?

To Be Determined

37. Could the City accept electronic proposal in view of the COVID situation arising again?

38. Can you explain what you are looking for with this question: Provide a description of the vendor's commitment to address and comply with the city's minority business enterprise and women business enterprise procurement program and ordinances?

We are not under the City ordinances for MWBE goals. However, including MWBE participation in your contract whenever possible is strongly encouraged and highly recommended.

39. Can you provide a copy of the City's programs and ordinances pertaining to minority business enterprise and women business enterprise?

No, see answer above.

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40. Is there a zoom link for vendors to join the pre-proposal conference Wednesday?

No

41. Will you accept redlines?

No

42. Is a performance board required once you've won the RFP or when submitting the RFP?

No

43. Are payment terms Net60

(The Board shall approve Contractor's invoice or notify Contractor of its disapproval of Contractor's invoice within thirty (30) days of receipt. The Board will process payment within 30 calendar days after approval)?

Payment Terms are net 30 days.

44. Due to Different roles. Other than the warehouse, what other locations will the temps be sent to?

Central Office or Warehouse

45. Where is the warehouse located? City or Suburbs?

City Chicago 39<sup>th</sup> and Pershing Road

46. When changing temp staff locations, will temp staff be at the warehouse all day and another day at the central office? How does it work? Is there a set schedule?

No, there will be full days and each location. Not split between locations.

47. When will a decision be made to award the contract?

Mid – Late April.

48. What are the dates for Board meeting in which the contract will be awarded?

Mid – Late April.

49. When will employees start?

Within 2 weeks of contract award date.

50. Will vaccination proof be required?

Yes.

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51. Will the Booster shot be required as well?

No, but recommended.

52. Will there be a Board Employee to manage the time sheet?

Yes

53. How will you like us to note if a person cannot lift 30-40 lbs. on the proposal?

Asterisk and explanation.