



# REQUEST FOR PROPOSALS CMC-14868

## ADMINISTRATIVE AND CLERICAL TEMPORARY STAFFING

### QUESTIONS & ANSWERS

February 12, 2020

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1. **Q: Is it mandatory to submit the bid for all the positions?**  
**A:** Yes
2. **Q: Who are the incumbent companies currently?**  
**A:** KForce, Human Edge, Madison Approach
3. **Q: How many vendors does the Westchester Medical Center intend to award a contract for?**  
**A:** We will award a multi-prime contract.
4. **Q: Is this a new bid or the existing one?**  
**A:** This is an RFP for a new contract to be awarded.
5. **Q: Will Westchester Medical Center provide us with price sheet that we are to fill in or are we to create our own price sheet?**  
**A:** Please submit your own pricing sheet.
6. **Q: If more than one, will there be primary, secondary, tertiary, etc. status for vendors?**  
**A:** No.
7. **Q: If more than one firm is awarded and there isn't a tier system, how will jobs get distributed to firms?**  
**A:** Based on availability, pricing, and expertise of the firm.
8. **Q: Do you have any specific price format?**  
**A:** Hourly
9. **Q: In RFP 5.2.1 Organization Qualification states "Describe the types of positions most commonly filled and the types of positions you have the means to fill." Can you please explain what exactly you are looking here?**  
**A:** Please explain what types of positions that your firm fills commonly in the market and what positions you have the means to fill.



10. **Q: Is there is any the page limit in our RFP response?**  
**A:** No.
11. **Q: What is the minimum expected duration of engagement for resources when requested?**  
**A:** We do not have a minimum expected duration, it is based on need at time of fill.
12. **Q: Is it mandatory to have M/WBE Requirements? We have certified as Minority owned company by the state of NJ and any subcontracting or DBE participation requirement for this RFP? If yes, then what is the goal/requirements?**  
**A:** Please refer to the MWBE section of the RFP.
13. **Q: Do you need the consultants onsite (client location) off-site (remote) or both?**  
**A:** Off-site services only.
14. **Q: In the fee proposal, there is a request to provide the cost for all benefits including PTO and Health Insurance. Is there a desired amount of PTO that the client would like us to offer? With the health insurance, similarly, are we being asked to cover all employee premiums? If so, of what level plan?**  
**A:** Please provide us a cost proposal of what you would offer to temporary clients.
15. **Q: Is this only for Valhalla locations or would it extend to the other Network Facilities?**  
**A:** This would be for Valhalla and Poughkeepsie, as needed.
16. **Q: Can the price proposal have value-add options that WMCHHealth may elect to opt in/out of?**  
**A:** Yes
17. **Q: Is providing a healthcare plan to assigned employees by the staffing company (a) not required (b) suggested but not required (c) required?**  
**A:** B.
18. **Q: As per Code 4980H of ACA legislation, does WMCHHealth seek the Staffing firm to include a healthcare cost to WMCHHealth as a line item in the cost proposal or as a separate hourly rate per title? Alternatively, is this not something WMCHHealth would like included in the proposal? If required, please provide example of preference**  
**A:** We would like this provided as a line item in the cost proposal.
19. **Q: What do you estimate your average monthly headcount of contingent workers to be?**  
**A:** Unavailable data



20. **Q: Is there a centralized process for requisition distribution? What is the approval process?**  
**A:** We have a process for Contracted Services personnel and upon award of the contract we will disseminate.
21. **Q: For the payrolled employees, what is the requested frequency of pay? ie: weekly, bi-weekly?**  
**A:** Weekly or Bi-weekly.
22. **Q: Are there any clinical positions that are in scope for this proposal?**  
**A:** No clinical positions.
23. **Q: Are the hours typically full time? What is the breakdown of full vs. part time?**  
**A:** Hours are based on need at time of fill.
24. **Q: How are you currently managing the process relative to compliance? ie: on and off boarding, drug screen, background, etc....?**  
**A:** We will disseminate our process for contracted services personnel upon award of contract.

*Please Note: All answers represent the most current information available as of the date first set forth above. Any previously distributed information should be disregarded.*