



**Finance Department | Purchasing Division**

44 E Downer Place | Aurora, Illinois & 60507

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DATE: August 27, 2020  
TO: Prospective Proposer  
FROM: Jolene Coulter, Director of Purchasing  
RE: **CITY OF AURORA REQUEST FOR PROPOSAL 20-41 - Addendum #1  
Temporary Staffing Services**

This notice forms a part of the Request for Proposal 20-41: Temporary Staffing Services. All other information pertaining to this Request for Proposal shall remain the same.

Proposer must submit an original proposal response, marked as "original" and one (1) complete paper copy, and shall have provided all requested information, and submitted all appropriate forms, certificates, affidavits and addendum acknowledgements in each copy in order to be considered responsive.

Sealed Proposals will be received at City of Aurora, Attn: Purchasing Division, 44 East Downer Place, Aurora, Illinois 60507, **until 2:00 pm, CST, Wednesday, September 2, 2020** to determine proposals for the anticipated above named purchase. Proposals must be mailed to the Purchasing Division office located at 44 E. Downer Place, Aurora, IL 60507. City Hall is open to the public on Monday, Wednesday and Fridays, but is accepting deliveries Monday through Friday 8:00 am – 5:00 pm. The City shall not be responsible for late delivery of your Proposer by a third party courier. The Proposer assumes responsibility for late delivery of the mail. It is the sole responsibility of the Proposer to see that their Proposal is received in the proper time.

A non-mandatory teleconferenced live streamed bid opening will be held regarding this RFP. Information regarding this opening, including the dial-in number and meeting link, will be posted to the city's website at <https://www.aurora-il.org/bids.aspx> 24 to 48 hours in advance of the opening.

**Please acknowledge this addendum with your proposal.** Failure to do so may subject Proposer to disqualification.

Responses/Clarification to questions received by 8:00 am, Tuesday, August 25, 2020:

1. I want to confirm if the bidders are supposed to bid on each and every staffing area? or we are allowed to bid only those areas which are of our interest.?

[Firms may submit costs for those staffing areas they can provide.](#)

2. Further, I can see that there is a need for notary in a few forms. Considering the pandemic situation due to COVID-19, is it possible that we can submit those forms by getting them signed by an authorized representative of our firm and after the award of the contract we will try to get those forms notarized if the environment conditions permit us?

All forms must be completed and included with the sealed proposal submission.

3. Are foreign corporations allowed to bid on this project?

The firm must have a domestic address and be able to meet all the requirements stated in the request for proposal.

4. Can you provide the required Job Titles and their Job Descriptions?

Job Titles and Job Descriptions will vary dependent on the position. The City will provide Job Descriptions at the time of request to fill.

5. Are we required to provide fully burdened bill rates?

Bill rates must be in accordance with State/Federal laws.

6. Can we provide a rate range for the given temporary employee classifications (General Office/Administrative/Clerical, Professional/Management, Skilled Labor/Craftsman, Information Technology/Engineering)?

Rate range will be accepted.

7. Is there any incumbent for this contract or is this for a new contract? If yes, can you please let us know the name of incumbents, their hourly rate and historical spend?

Cy LLC – \$164,860 (2020 YTD); \$293,663 (2019)  
Onin Group Midwest - \$2,898 (2020 YTD); \$37,647 (2019)  
Stivers Staffing Services - \$43,994.30 (2020 YTD); \$51,800 (2019)

8. Is the budget allocated for this contract? If yes, can you please let us know the same?

Each department/division budgets as needed.

9. Within how much time will the vendor be required to provide the replacement in case of unsatisfactory performance of a temporary personnel?

See Appendix A, page 6, Job Placement Assurance.

10. Are we required to provide benefits to our temporary staff? If yes, can you please let us know what minimum benefits we must provide?

Benefits offered should be in accordance with State/Federal law.

11. How many awards does the City anticipate to make?

The City anticipates to award to more than one firm to fulfill the requirements needed.

12. Will the City accept digital signatures in the proposal?

Per the proposal specifications, Proposer must submit an original proposal response, marked as "original" and one (1) complete paper copy, and shall have provided all requested information, and submitted all appropriate forms, certificates, affidavits and addendum acknowledgements in each copy in order to be considered responsive.

13. Considering the current pandemic situation, will the City accept proposals through Email?

Emailed proposals will not be allowed. Please see page 4, Section 03 Receipt of Proposal. Proposals must be mailed to the Purchasing Division office located at 44 E. Downer Place, Aurora, IL 60507. City Hall is open to the public on Monday, Wednesday and Fridays, but is accepting deliveries Monday through Friday 8:00 am – 5:00 pm.

14. The City is soliciting services under (4) broad labor categories but the scope of services to be provided under each labor category is not defined in any part of the RFP. Could The City provide us with some insights, on the scope of services to be provided by the vendor for each of the four (4) labor categories?

Scope of service will be provided at the time of request to fill a position. At no time will the scope contracting be in violation of the city's CBAs.

15. Can the vendor bid on selected Labor Categories as per their capability? Or is sub-contracting mandatory to fill this gap? Would this be viewed as a "negative" for the Prime Bidder?

Firms my submit costs for those staffing areas they can provide.

16. Is this a fresh requirement being solicited by the city? Or is there any incumbent/(s)? Could you please share the earlier contract/(s) \$Value of the project and the incumbent details, if any?

See response to question 7

17. What is the estimated \$ Value of this project? It has not been specified in the RFP.

See response to question 8

18. Does the Awarded Vendor have the discretion of not bidding on temp to hire requirements of the city? What is the percentage of temp to hire requirements expected by the city?

Firms my submit costs for those staffing areas they can provide and choose not to submit a cost on temp to hire. The percentage of temp to hire positions is unknown.

19. Can the proposal be hand delivered vs. mailed?

See response to question 13.

20. Can you provide a list of positions in each skill category for the purposes of providing pricing?

Scope of service will be provided at the time of request to fill a position.

21. Several signatures ask for a corporate seal. Is this a requirement?

Per the proposal specifications, Proposer must submit an original proposal response, marked as "original" and one (1) complete paper copy, and shall have provided all requested information, and submitted all appropriate forms, certificates, affidavits and addendum acknowledgements in each copy in order to be considered responsive.

22. Can a notary be from out of state?

Yes, a valid notary can be from out of state.

23. What information has to be completed on the agreement for temporary services before the bid is awarded (i.e., dates of execution, location, etc.)?

The agreement attached to the RFP will be the one executed with the awarded vendor(s). In order to speed up, a signature from the firm would be all that is needed at submission. Award date/begin date would be completed when the selected firm(s) will be awarded by City Council.

24. Must a potential vendor bid on all the labor categories or can the bid be selective?

Firms may submit costs for those staffing areas they can provide.

25. Are physical offices required in Aurora or the State of Illinois to qualify?

Physical offices in Aurora are not required but encouraged.

26. How many vendors will be selected?

See response to question 11.

27. What was the spend under this contract for 2019 and year to date 2020?

See response to question 7

28. Does staff provided need to be employees of the vendor or can subcontractors be used?

Subcontractors can be used to fulfill the needed services.

29. Can the proposed pricing be in ranges since the labor categories are very broad and there is no breakdown for years of experience?

Yes, and years of experience will be considered.

30. What are the current rates?

Varies dependent on labor and skill level.

31. Who are the current vendors for this contract?

Current providers are [Cy, LLC.](#), [Stivers Staffing](#), and [Onin Midwest Group](#)

32. What is the historical spend for this contract?

[See response to question 7](#)

33. If a new contract, what is the estimated spend for this contract?

[See response to question 8](#)

34. Is there will be any preference given to local vendors?

[See Appendix A, page 7 for evaluation criteria.](#)

35. Is this bid a re-compete of an ongoing contract? If yes, then please share the details of the incumbents.

[Cy, LLC provides IT staffing services, Stivers Staffing provides office/administrative and Onin Midwest Group provides skilled labor/craftsman.](#)

36. How many temporary resources are currently engaged in the current contract? Please also provide the bifurcation of the resources supplied by each incumbent.

[See response to question 35](#)

37. When was the existing contract got started, and what is the annual monetary spent value of the current contract since inception?

[See response to question 7](#)

38. Is there any defined Not-To-Exceed (NTE) budget of this bid for the base term?

[See response to question 8](#)

39. How many vendors does the city intend to award?

[See response to question 11](#)

40. Is there any possibility of the due date to get extended?

[We do not intend to extend the due date for proposals to be received.](#)

41. Kindly confirm, if an offeror is required to submit the signed version of “Contract Agreement - Appendix G” listed in the “Submittal Checklist” mentioned on page # 35?

[See response to question 23](#)

42. Is this bid a re-compete of an ongoing contract? If yes, Can you name all the present incumbents?

[See response to question 31](#)

43. How many resources are currently engaged in the current contract? Please also provide the bifurcation of the resources supplied by each incumbent. 2.

[Cy, LLC provides IT staffing services, Stivers Staffing provides office/administrative and Onin Midwest Group provides skilled labor/craftsman. Resources supplied vary due to department/division need.](#)

44. When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?

[See response to question 7](#)

45. What will be the estimated budget for this contract?

[See response to question 8](#)

46. How much has the village budgeted for temporary staffing in 2021 and 2022? What percentage if that is for each of the four categories (office/administrative, professional/management, skilled labor/craftsman, IT/engineering) that they define in the RFP?

[See response to question 8](#)

47. Is there a more specific list of the actual job titles that the city includes under each of the four job categories? They're asking for a fixed hourly rate (i.e. \$30/hr for skilled labor) that staffing firms would charge for each category, but the categories are too generic to accurately provide those rates. Alternatively, would they accept a fixed mark-up for each category, such as 1.40 for skilled labor, that would then be applied to the pay rate of each employee?

[Job Descriptions and position information will be provided at the time of the need. Rate ranges for each category will be accepted.](#)

48. Is the purpose of this RFP to staff specific projects that are planned for 2021-22, or to develop a preferred vendor list that the city can use as needed? To develop a preferred vendor list.

[The city intends to develop a vendor list to use as the needs arise.](#)

49. Does the city currently use temporary staffing? If so, which vendors do they work with and what is the spend with each?

[See response to question 7](#)

50. Will any of the city's current union contracts impact/influence their ability to use temporary employees? Sometimes these contracts have restrictions such as when temps can be used, how many, how long they can work for, etc. which can make it more difficult to fill positions.

At no time will the scope contracting be in violation of the city's CBAs

51. Will the city give special consideration to woman/minority owned businesses? If so does the company need to have a specific certification, or will proof of ownership through documents like State of Illinois filings, tax returns, etc be acceptable?

Per the specifications, the City of Aurora encourages minority business firms to submit Proposals and encourages the successful Proposer to utilize minority businesses as sub-contractors for services.

52. For the pricing, do we have to provide rate range, mark-up percentage or all job profile for each of the temporary employee classifications mentioned in the RFP.

Rate range will be acceptable

53. Is it compulsory to be local for responding this RFP. We do not have any Tax ID for City of Aurora, can we still bill for this?

It is not a requirement to be local to respond. The firm must be able to meet all the requirements stated in the request for proposal.

54. Is there any specific criteria which we need to qualify before responding this RFP?

There is no prequalification required to respond to this RFP.

55. Can you please provide further details on the number of positions in each category?

Unknown

56. Is there a target spend for each category per year?

See response to question 8

57. Can you provide further detail on any required skill sets for each position?

Unknown, Job Descriptions and position information will be provided at the time of the need.

58. Can we get an estimated number of team members needed per year?

Unknown

59. For the pricing, do we have to provide rate range, mark-up percentage or all job profile for each of the temporary employee classifications mentioned in the RFP.

Rate range will be acceptable.

60. Are proposers required to bid on all areas (IT and non-IT) listed in the RFP?

[See response to question 1](#)

61. How many temporary positions do you expect to have each year for the four employee classifications?

[Unknown](#)

62. The employee classifications are very broad (e.g. Professional/Management, IT/Engineering etc.). Within each of these classifications, there is a wide range of skills and experience levels. The hourly rate will vary significantly based on the skill/function/experience. Can you give a listing of the skills/functions/experience levels that you would need, and can we quote the price for each of skills/functions you need?

[Job Descriptions and position information will be provided at the time of the need. A range for the 4 categories is sufficient.](#)

63. Can you give listing of the temporary employee types you hired 2019 for each of the classifications?

[Confidential Secretary, Administrative Aide, Records Clerk and IT Help Desk.](#)

64. Do we need to provide resumes? If yes, are you looking for sample resumes?

[Yes, see Appendix A, page 7 – Knowledge and Experience.](#)

65. If the consultant submitted for the positions are not available, due to some reasons or he/she gets another assignment, can we replace them with a new consultant?

[Yes.](#)

66. Can we know the interview mode for selecting the candidates - is it in person interview, or will you accept videoconference or telephone?

[It will vary depending on position but open to different means interviewing.](#)

67. Please share the approximate annual budget for the contract.

[See response to question 8](#)

68. Are there any incumbent vendors already providing this service? If there are incumbents, can you provide their names and historical spend?

[See response to question 7](#)

69. Is there any weight given to Illinois based companies?

[See evaluation criteria, Appendix A, page 7](#)



70. How many vendors does the city intend to award a contract to?

[See response to question 11](#)

71. Is all work to be done onsite or will some staff work remotely?

[All work will be onsite unless otherwise designated.](#)

72. Is there any extension to the proposal submission date?

[See response to question 40](#)

**End of Addendum #1**