



Oakland Housing
Authority

RFP #17-009

Temporary Employment Services

Addendum #2

Date issued and released: May 17, 2017

Deadline Extension

The deadline to submit proposals have been extended from 10 a.m. May 24, 2017 (Wednesday) to **10 a.m., May 31, 2017 (Wednesday)**. Proposals (one original and four copies) will be accepted at 1801 Harrison Street, First Floor, Oakland, California.

Responses to Questions

Proposal Submission:

Question 1: Can a proposer bid on only select skill sets under the RFP?

Answer: Yes. Please check the temporary contractor position(s) in the Cover Page Form (Attachment C in the RFP) that the agency is able to provide.

Question 2: Can a proposer submit exceptions to the contract terms we are willing to abide by in our proposal submitted on May 24, 2017?

Answer: The Oakland Housing Authority ("Authority") will consider any contract clauses that the proposer wishes to exclude only during the RFP process and prior to the submittal deadline (May 31, 2017). Please note that the Authority has no legal right or ability to negotiate any clauses contained within any HUD forms included in the RFP. Please review Section 5.4.A – Contract Form (page 22 of RFP) for specifics.

Question 3: Can a proposer submit additional proposed contract terms in our proposal submitted on May 24, 2017?

Answer: The Authority will consider any contract clauses that the proposer wishes to include only during the RFP process and prior to the submittal deadline (May 31, 2017).

Please note that the Authority has no legal right or ability to negotiate any clauses contained within any HUD forms included in the RFP. Please review Section 5.4.A – Contract Form (page 22 of RFP) for specifics.

Question 4: Are there any minimum MBE/DBE requirements under this RFP?

Answer: No.

Question 5: Will the Authority provide documents in refillable PDF or Word documents?

Answer: No. Please attach a separate sheet if spacing is limited.

HUD Maintenance Wage Rate

Question 6: Are non-construction maintenance workers supposed to be paid additional money for fringe benefits or the overall value?

Answer: Non-construction maintenance workers (e.g. Maintenance Mechanics, Resident Custodians, Landscape Workers, Equipment Mechanics, and Building & Grounds Workers) must be paid additional money for fringe benefits.

Question 7: How are HUD fringe benefits determined?

Answer: Fringe benefits are:

- Contributions irrevocably made to an individual, trustee or third party pursuant to a **bona fide fringe** benefit fund plan or program.
- The rate of costs incurred in providing bona fide fringe benefits pursuant to an enforceable commitment to carry out a financially responsible plan or program, which was communicated to the employees in writing.

Examples: Life insurance
Health insurance
Pension
Vacation
Holidays
Sick leave

However, payments required by federal, state or local law are **not** fringe benefit contributions. Such payments required to fund Social Security, unemployment compensation and workers' compensation programs, as required by law, do not count as fringe benefits.

Safety

Question 8: If we indicate that we can bid on light industrial work, our policy is to perform worksite safety evaluations for each site before work begins. We check the equipment, vehicles, and for proper hydration. Is that an issue with Oakland Housing Authority?

Answer: It is overly burdensome for all parties involved.

Budget/ Proposed Fees:

Question 9: Is there any budget limitations for this project?

Answer: Please refer to the RFP.

Question 10: What mark-up are you receiving from other agencies?

Answer: The mark-up ranges from 40 – 42%.

Current Contract:

Question 11: Could you please let us know the name of the current vendor(s) providing the same services?

Answer: The following vendors are (in alphabetical order): HR Management, Renoir Staffing, The Staffing Solutions Group, and Wollborg Michelson Personnel.

Question 12: Could you provide us the total spending covered for each category in the last contract?

Answer: The Oakland Housing Authority does not have data for spending for each category. The Authority has contracted \$538,689.72 in temporary services for the current fiscal (2016-2017) year.

Question 13: Could you please let us know total how many positions filled in last contract.

Answer: Fifty-Eight (58) temporary contractors.

Question 14: How many contractors were placed at OHA in 2016? What were the primary roles filled?

Answer: Fifty-Eight (58) contractors were placed in temporary positions in the last contract year, primarily in the following: Housing Assistant Representative, Office Specialist, Maintenance Mechanic, and Executive Assistant.

Section 3:

Question 15: There appears to be a disconnection between the Authority's placement request and the Authority's residents' work experience and background. Please elaborate on the skill sets and work experience of Oakland Housing Authority residents.

Answer: The Authority provides services for residents with a variety of skills sets and work experience.

Question 16: Is there a database for Section 3 residents and how is it accessible?

Answer: Yes. Please refer to the RFP "Resident Referral Process" in the Contractor's Summary Guide to Section 3 Compliance (Attachment H, page 2)

Question 17: What is the process of requesting Section 3 residents?

Answer: Please refer to the RFP "Resident Referral Process" in the Contractor's Summary Guide to Section 3 Compliance (Attachment H, page 2).

Question 18: Is it possible to get names of Section 3 residents ahead of time for job placements as a job pool source, or are the names provided the moment when there is a job opening?

Answer: Please refer to the RFP "Resident Referral Process" in the Contractor's Summary Guide to Section 3 Compliance (Attachment H, page 2)

Question 19: If our agency receives competing job offers for an Authority resident, where one is a temporary job with the Oakland Housing Authority, and the other is a permanent position, does the Authority prefer the resident to be placed in the OHA position or the permanent one?

Answer: The goal of Section 3 is the economic self-sufficiency for all persons. Each Oakland Housing Authority resident candidate will make his/her own decision regarding individual job offers.



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Date issued and released: May 17, 2017

Proposer hereby acknowledges this addendum:

Name of Firm: _____

Authorized Signature: _____

Date: _____

Acknowledgement of this Addendum must be included with your proposal.