

**Request for Proposals for
Temporary Staffing and
Candidate Search Services
RFP # 1224-1
Questions and Answers**

December 24, 2024

Q1. What is the annual budget of the contract?

A1. This question seeks information that is not required to submit a responsive proposal. However, The Library has not established a budget. This is for as needed services.

Q2. Do you need actual resumes or sample resumes?

A2. For the proposal submission, the Library is only seeking resumes on key staff that would be servicing the account.

Q3. Is this bid refresh? If yes, Can you share details from where we can get old proposal details?

A3. This is the first Request for Proposals issued by the Library for these services

Q4. We're interested in submitting a response to the RFP. However, our firm only conducts searches for permanent positions, or for temporary-to-permanent positions, where the candidate is an employee of our client (in this case, the Queens Public Library). We do not provide temporary staffing services, where candidates are employed by us, and receive benefits through us, etc.

Please let me know if we would still meet the threshold criteria to submit an RFP response, provided that we have provided search services to similar entities in the past three years, of course.

A4. The RFP is posted on the Library's website for your firm to be able to review and to make its determination if it intends to submit a proposal.

The direct link to the web page is: <https://www.queenslibrary.org/about-us/procurement-opportunities>

Q5. Does the Queens Public Library offer any special opportunities or preferences for 8(a) or SWaM-certified firms?

A5. No.

Q6. Since we are based in Richmond, are we eligible to participate, or do you require vendors to have a local office?

- A6. Yes, you are able to participate.
- Q7. Could you share details about the roles or positions you are looking to fill under this RFP?
- A7. See RFP Section V Scope of Services, that states in part: Queens Public Library is seeking to establish a group of prequalified staffing agencies/firms to provide recruitment services for both short term temporary staffing needs and hard to fill position across multiple departments including Human Resources, Finance, Administration, Information Technology, and other specialized areas. Agencies should also offer a temp-to-hire option for candidates suitable for permanent roles. In addition, firms are to provide candidate search services and other related services.
- No additional information is available.
- Q8. Is this a newly initiated project, or is it a continuation of an existing one?
- A8. See answer to question 3.
- Q9. If it is ongoing, kindly provide the names of the current service providers/incumbent vendors?
- A9. See answer to question 3.
- Q10. Could you provide details on the previous expenditure associated with this contract?
- A10. This question seeks information that is not requires to submit a responsive proposal.
- Q11. Could you confirm if it is possible to obtain the proposals or pricing details of the incumbent vendors?
- A11. See answer to question 3.
- Q12. Are there any specific challenges or issues currently being faced with the existing vendors?
- A12. See answer to question 3.
- Q13. Can you clarify the expected number of awards for this solicitation?
- A13. The Library has not determined the number of awarded firms.
- Q13. Is there any preference or priority given to local vendors for this contract?
- A13. No.
- Q14. What are the types of roles we can expect under the contract?

A14. See answer A7.

Q15. We are a staffing firm and interested in submitting a proposal to the above mentioned RFP. Can you provide a list of positions that we would likely be asked to fill if we win the contract?

A15. See answer A7.

Q16. Can we provide commercial references? Would that be feasible?

A16. RFP section VII. PROPOSAL REQUIREMENTS, 9 states:

Provide a minimum of three (3) recent clients as references from clients of similar size to that of the Queens Library and this Scope of Services (a "Reference Client"). Provide the Reference Client's name, contact person, title, address, and telephone number. Please provide details on the work performed for each Reference Client, including, the length of any contract, project costs, size of project, completion date and explanation of how the work performed is similar to the work required by the Library, as well as any other pertinent information relevant to representing your qualifications to perform the work. Identify where the proposed solution has been deployed. Discuss the availability of the Library to visit this location.

The Library will be reviewing proposals received and evaluate how firms respond to this question and other requirements of the RFP

Q17. Our firm is preparing a response to RFP #1224-1, and to ensure that we provide the right information, can you please provide an example of the type of document you are looking for that communicates our firm's financial stability?

A17. The Library has accepted audit financial statements, financial statements, balance sheets, tax returns, public corporate statements and other documentation that demonstrates a firm's financial stability.

Q18. While reviewing the bid documents, I noticed there aren't specific job roles mentioned that would help us provide accurate pricing for the required positions. Could you kindly share additional details or examples of the job roles you anticipate under this contract? This information would enable us to craft a tailored and competitive proposal to best meet your needs.

A18. See answer A7.

Q19. What would be the number of awards you intend to give (approximate number)?

A19. See answer to question 13.

Q20. What are the estimated funds that are estimated to be allocated for this contract?

- A20. See answer to question 1.
- Q21. What is the tentative start date of this engagement?
- A21. It is anticipated that awarded contracts to begin the first or second quarter of 2025.
- Q22. What is the work location of the proposed candidates?
- A22. The Library anticipates that the work location would be its Central Library but could be other location throughout Queens Borough. Addresses for all locations can be found here: <https://www.queenslibrary.org/about-us/locations> .
- Q23. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?
- A23. See answer to question 3.
- Q24. Are there any pain points or issues with the current vendor(s)?
- A24. See answer to question 3.
- Q25. Could you please share the previous spending on this contract, if any?
- A25. See answer to question 10.
- Q26. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?
- A26. No.
- Q27. How many positions were used in the previous contract (approximate)?
- A27. See answer to question 3.
- Q28. How many positions will be required per year or throughout the contract term?
- A28. The Library has not made a determination. These are for as needed services.
- Q29. If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources?
- A29. The Library's RFP does not request information about current available resources. See answer to question 2.
- Q30. Can we provide hourly rate ranges in the price proposal?

- A30. Yes, RFP section, VII. PROPOSAL REQUIREMENTS, 6 states:
To the maximum extent possible, identify the lead individual and the individual(s) who will perform the tasks outlined in the Scope of Services. Provide a narrative describing your firm's proposed approach to the scope of services. Provide detailed information for the cost for the various services.
- Q31. 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?
- A31. The Library may require services to be performed on-site or remote.
- Q32. Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?
- A32. See answer to question 2.
- Q33. Could you please provide the list of holidays?
- A33. See: <https://www.queenslibrary.org/aux/holiday-schedules> .
- Q34. Are there any mandated Paid Time Off, Vacation, etc.?
- A34. No.