

# **Request for Qualifications**

**FOR**

**STAFFING SERVICES**

## **Addendum No. 2**

Date: April 4, 2022

### **REVISIONS FROM ORIGINAL RFQ**

Revision 1: Please note that, in accordance with the terms of the original RFQ, as amended, the submission deadline has been extended. The Partnership shall continue to accept submissions on a rolling basis during the one-year period through March 31, 2023.

No other provisions of the original RFQ are affected by this addendum. All other terms and conditions from the original RFQ shall remain in effect.

# Addendum No. 1

**Date: March 17, 2022**

## QUESTIONS & ANSWERS

**Answers to questions received are provided in red below.**

1. Is this a new initiative? If not, who are the current vendors?
  - The Partnership will use this RFQ to create a new list of approved vendors for projects through March 31, 2023.
2. What is the duration of the assignment?
  - Please refer the RFP.
3. What are the historical annual spending volumes in the project?
  - The Partnership will not release budget information for this project.
4. What is the estimated budget for this project?
  - The Partnership will not release budget information for this project.
5. What is the payroll processing frequency? Weekly or bi-weekly?
  - The Partnership processes its payroll bi-weekly.
6. Can you please let me know the skill set for Program and Project Management, Customer Service and Data Entry category?
  - The Partnership will provide job descriptions for specific projects as they arise.
7. What is planned spend for this RFQ and how many vendors are likely to be awarded this RFP?
  - The Partnership will not release budget information for this project. The Partnership will utilize this RFQ to create an approved vendor list, with no set minimum or maximum number of firms on that list.
8. We would like to bid on the RFQ issued by St. Louis Economic Development Partnership. We can see the RFQ document on the website. Are there any other documents for this RFQ?
  - The only additional document to the RFQ is this Addendum No. 1.

9. Can you provide a position list so that we can provide an hourly range on each position?

- Please refer to the RFQ. The Partnership will provide job descriptions for specific staffing needs as they arise.

10. Are all positions currently filled? How long?

- The Partnership currently has seven (7) unfilled, full-time positions.

11. What is the timeframe of each assignment? 6 month or one year as minimum?

- Time frames are specific to each position/project and will be communicated as needs arise.

12. Are we expected to pay any vacation or holiday pay?

- This is not an evaluation factor for this RFQ.

13. Are we expected to cover any health insurance cost?

- This is not an evaluation factor for this RFQ.

14. Is there any local preference for this contract?

- Staffing candidates will need to be able to work on-site in St. Louis, Missouri, but there is no preference for the location of the vendor.

15. What type of background checks are required?

- The vendor will be expected to perform the following due diligence for temporary staffing candidates: Social Security Number Trace, County Criminal Check (7 year), State Criminal Check (7 year), Federal Criminal Check (7 year), Sex Offender Search, Enhanced National, and Urinalysis Drug Test.

16. Will any positions work remotely?

- Depending on the need, staffing candidates may work in a hybrid in-office/remote environment.

17. Is this a single award or multiple award contract?

- Please refer to the RFQ.

18. Is it mandatory to bid for all listed Staffing categories to be responsive? Please confirm?

- No, it is not mandatory. Please refer to the RFQ.

19. Please share all job titles to be covered under Administrative/Clerical category so that we can provide accurate pricing?

- The Partnership will provide job descriptions for specific temporary staffing projects as they arise and will request specific pricing at that time. For the purposes of responding to this RFQ, please provide a range of potential pricing for the category.

20. Please share all job titles to be covered under Finance/accounting category so that we can provide accurate pricing?

- The Partnership will provide job descriptions for specific temporary staffing projects as they arise and will request specific pricing at that time. For the purposes of responding to this RFQ, please provide a range of potential pricing for the category.

21. Please share all job titles to be covered under Marketing and communications category so that we can provide accurate pricing.

- The Partnership will provide job descriptions for specific temporary staffing projects as they arise and will request specific pricing at that time. For the purposes of responding to this RFQ, please provide a range of potential pricing for the category.

22. Please share all job titles to be covered under Professional management category so we can provide accurate pricing.

- The Partnership will provide job descriptions for specific temporary staffing projects as they arise and will request specific pricing at that time. For the purposes of responding to this RFQ, please provide a range of potential pricing for the category.

23. Please share all job titles to be covered under Executive leadership category so that we can provide accurate pricing.

- The Partnership will provide job descriptions for specific temporary staffing projects as they arise and will request specific pricing at that time. For the purposes of responding to this RFQ, please provide a range of potential pricing for the category.

24. Please share all job titles to be covered under Legal services, including General Counsel category so we can provide accurate pricing?

- The Partnership will provide job descriptions for specific temporary staffing projects as they arise and will request specific pricing at that time. For the purposes of responding to this RFQ, please provide a range of potential pricing for the category.

25. Please share all job titles to be covered under Program and project management category so that we can provide accurate pricing.

- The Partnership will provide job descriptions for specific temporary staffing projects as they arise and will request specific pricing at that time. For the purposes of responding to this RFQ, please provide a range of potential pricing for the category.

26. Please confirm if we can provide minimum – maximum rate range for each category.

- Yes, please refer to the RFQ.

27. Could you let us know if you have a local preference or are you open to a Canadian agency that has done similar work with clients across North America?

- Staffing candidates will need to be able to work on-site in St. Louis, Missouri, but there is no preference for the location of the vendor.

28. Are you looking for placement or recruitment agencies to provide for the talent required, or are you open to us as an ad/marketing agency providing marketing professionals for that category only?

- Yes, this RFQ seeks placement and recruitment services. No, this RFQ is not intended to solicit proposals for ad/marketing contracted services.

29. We understand that we are to only provide for rates at this time. Is this correct?

- Yes, please refer to the RFQ for more specific information related to pricing.

**REQUEST FOR QUALIFICATIONS**

**FOR**

**STAFFING SERVICES**

**Issued by the St. Louis Economic Development Partnership**

**Submissions Due By:**

**3 PM CST on Thursday, March 24, 2022**

**St. Louis Economic Development Partnership**

**ATTN: Howl Bean II**

**7733 Forsyth Blvd., Suite 2200**

**St. Louis, Missouri 63105**

**(314) 615-7663**

**[hbean@stlpartnership.com](mailto:hbean@stlpartnership.com)**

## Introduction

The St. Louis Economic Development Partnership (the “Partnership”) is a nonprofit corporation, established under Section 501(c)(4) of the Internal Revenue Code for the purpose of promoting and developing industry, commerce, and economic development in St. Louis County and the City of St. Louis, creating high-quality business and employment opportunities, and enhancing the quality of life by advancing long-term, diversified growth throughout the St. Louis region.

The Partnership issues this Request for Qualifications (the “RFQ”) for qualified staffing agencies to provide staffing services for various projects, which may include, but is not limited to, project-by-project temporary employee placement, a contingency model for employee placement, recruitment process outsourcing, project-by-project temp-to-perm model, a retainer model with the selected firms, executive search, and organizational business consulting (the “Services”). It is anticipated that the Partnership will identify a short list of qualified firms to provide the Services on an as needed basis for the one-year period through March 31, 2023. **PLEASE NOTE: The Partnership will consider submissions from firms able to provide some or all of the Services identified herein. As a result, all interested firms are encouraged to submit proposals, even if a particular firm is not able or interested to provide the entire scope of services.**

## Scope of Services

The qualified firms should be able to provide high-quality, cost-effective staffing solutions for management-, professional-, and administrative-level projects. The qualified firms may be asked to provide staffing services for project-by-project temporary employee placement, a contingency model for employee placement, recruitment process outsourcing, project-by-project temp-to-perm model, a retainer model with the selected firms, executive search, and organizational business consulting, often under tight deadlines. The qualified staffing agencies will be expected to conduct all stages of candidate identification, including sourcing candidates, advertising specific available positions to reach potential candidates, and pre-screening candidates for work requirements prior to referral to work sites in order to assure that the candidates possess all of the required skills and abilities to perform the assigned tasks. Please note that the Partnership will provide the relevant job scope to the applicable staffing agencies as needs arise, on a project-by-project basis.

The Partnership anticipates that its staffing needs may include, but are not limited to, the following diverse range of categories:

- Administrative/clerical
- Finance/accounting
- Marketing and communications
- Professional management
- Executive leadership
- Legal services, including General Counsel
- Program and project management
- Customer service
- Data entry

While the above is a general summary of the Services, specific requirements may differ depending upon the project. To that end, qualified staffing agencies should provide pricing ranges for a variety of candidate types, including professional candidates, customer-service candidates, and administrative-services candidates. Pricing ranges should also include a variety of service types, including, but not limited to, project-by-project temporary employee placement, a contingency model for employee placement, recruitment process outsourcing, project-by-project temp-to-perm model, a retainer model with the selected firms, and executive search. The successful firm must carry adequate insurance coverage.

### **Submission Content**

Submissions must include, at a minimum, the following information:

1. Experience/Qualifications of Firm. Provide a description of the firm's experience in providing similar staffing services. Identify any experience working with the Partnership or its affiliates. Provide a statement concerning insurance coverage.
2. Availability and Approach. Provide a statement of the firm's availability to provide the Services on an ongoing basis for the one-year period through March 31, 2023. Provide a detailed description of the firm's approach to provide the Services as identified herein. Provide a description of how job candidates are identified, assessed, and selected. Provide an explanation of how job candidates may be assigned to the Partnership when requested for a project.
3. Approach to Diversity, Equity, and Inclusion. Provide a description of the firm's approach to diversity, equity, and inclusion participation in providing the Services.
4. Proposed Fees/Expenses. Clearly state all fees and expenses to be charged in the performance of the Services. As described above, the Partnership requests a range of Services for this engagement. Please provide an explanation of pricing for the particular type of Service that your firm would provide.
  - a. If based on an hourly rate, provide the hourly rates to be charged for each individual, or the range of individuals, who may be assigned to this engagement.
  - b. Provide an explanation if fees will be calculated on any other basis such as lump sums, not-to-exceed amounts, retainer arrangements, salary percentage fees, etc. Itemize the type of expenses (other than fees) for which your firm would seek reimbursement. Identify any applicable conversion fees.
  - c. **A five percent (5%) proposal discount shall be applied to MBE firms during the evaluation process. The proposal discount shall lower the eligible MBE firm's price proposal but shall not reduce the contract award amount. In order to qualify for the proposal discount, the eligible**



**MBE firm shall include with its submission a copy of a current MBE certification approval letter issued by a federal, state, or local governmental entity.**

### **Selection Criteria**

Submissions will be reviewed by staff for inclusion on a list of potential staffing agencies to be utilized on an as-needed basis (the “Qualified List”). Final selection of firms for the Qualified List will be made on the basis of the following criteria:

1. Qualifications, expertise, and experience of the firm in providing similar services;
2. Availability and approach to provide the Services;
3. Approach to diversity, equity, and inclusion;
4. Cost, after application of any applicable MBE discount, as described above; and
5. Responsiveness of the firm to the RFQ categories.

The St. Louis Economic Development Partnership actively encourages submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. The Partnership is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award.

### **Terms and Conditions**

The following terms and conditions apply to all submissions:

1. The Partnership reserves the right to reject any and all submissions; to select one or more responding parties; to void this RFQ and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of services; and to select a final party/parties from among the submissions received in response to this RFQ. Additionally, any and all RFQ project elements, requirements and schedules are subject to change and modification. The Partnership also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFQ process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFQ or any responses by any party.
2. This RFQ does not commit the Partnership to award a contract, defray any costs incurred in the preparation of a response to this RFQ, or contract for any services. Inclusion of a firm on the Qualified List does not obligate the Partnership to utilize that firm. All submitted responses to this RFQ become the property of the Partnership as public records. All submissions may be subject to public review, on request, unless exempted as discussed elsewhere in this RFQ.

3. By accepting this RFQ and/or submitting a response thereto, each responding party agrees for itself, its successors and assigns, to hold the St. Louis Economic Development Partnership and its affiliated entities, St. Louis County, the City of St. Louis, and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFQ, revising this RFQ, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.
4. By submitting responses, each responding party acknowledges having read this RFQ in its entirety and agrees to all terms and conditions set out in this RFQ.
5. Responses shall be open and valid for a period of ninety (90) days from the due date of this RFQ.

**Submission of Responses**

**To be considered, submissions must be received no later than **Thursday, March 24, 2022, at 3 PM CST**. Submissions received after the deadline identified above may not be considered.**

Schedule

RFQ Newspaper Advertisement	Thursday, March 3, 2022
Questions Submitted by	Friday, March 11, 2022
Questions Answered	Thursday, March 17, 2022
Submission Due	Thursday, March 24, 2022

Questions about this RFQ should be sent by email to [hbean@stlpartnership.com](mailto:hbean@stlpartnership.com). Any answers to questions will be provided to all interested parties and will be released as an addendum to this RFQ on the Partnership’s website after the date indicated above.

Electronic submissions should be sent by email to [hbean@stlpartnership.com](mailto:hbean@stlpartnership.com).

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